



Date: _____

OFFER LETTER

Mr. _____

Passport Number: _____

Further to your employment application and recent interview, we are pleased to offer you a position in our company in Doha (**Qatar**) on the following Terms and Conditions:

1. Position Title : _____
2. Reporting To : _____
3. Location : _____
4. Project : _____
5. Salary : _____

Basic Salary	QR	Per Month
Cola	QR	Per Month
Food Allowance	QR	Per Month
Accommodation & Transportation	Company will provide.	
Air Ticket	Return economy ticket (best available fare) every two (2) years to home country (Self Only).	
TOTAL	QR	Per Month

6. Joining Date : **As Soon As Possible**
7. Probation Period : **Six (6) months from the Joining Date**
8. Period of Contract : **Unlimited**
9. Working Hours : **In accordance with the Qatar Labor Law**
10. Public Holidays : **As per the Qatar Government declared holidays**



11. Sick Leave : In accordance with the Qatar Labour Law
Annual Leave : Thirty (30) calendar days for each completed year of service
Leave is subject to replacement availability at site & approval from Client and 15 days leave at any one time.
12. Medical Insurance : Self Only
13. Gratuity : In accordance with the Qatar Labour Law
14. Upon Termination by
- The Employer** : The Employer shall provide one (1) months advance notice of its intention to terminate the Employee's employment. If the Employer fails to provide adequate notice as stipulated herein, they shall be required to compensate the Employee for the amount in lieu of any deficient notice period equal to the employee's basic salary.
- The Employee** : The Employee shall provide at least three (3) months advance written notice from the date of their resignation. If the Employee fails to provide adequate notice as stipulated herein, they shall be required to compensate the Employer for the amount in lieu of any deficient notice period equal to the employee's basic salary.
15. Notes : This offer is not a contract; therefore Linc Facilities Services will prepare an employment contract for you after we receive your Labour approval.
- This offer is subject to the following conditions:
- i. No Objection Certificate from your current sponsor. (if applicable).
 - ii. As required by Labor Department, you must provide an attested copy of your highest relevant degree qualification from the Qatar Embassy / Home Country Consulate and Ministry of Foreign Affairs, Qatar.
 - iii. You pass the Qatar immigration and medical.
 - iv. Satisfactory Reference Checks, and Police Clearance if required.
16. Offer Validity : This offer is valid for seven (7) days and up on availability of Visa.
Company Policy : All Policies and Procedures will be accepted as SOPs

Yours sincerely

For Linc Facilities Services Qatar LLC

Accepted by:

General Manager

Signature of Applicant

Date: _____