**Date : «Date»**

**Employee Number : «Applicant Id»**

**Name : «FullName»**

**Contact No : «MobileNumber»**

**Email ID : «Email Id»**

**Sub: Offer Letter**

Dear **«FirstName»**,

Congratulations! We are pleased to inform you that subsequent to your interview with us you have been selected for the position of **«PositionDescription».**

You will be working for TOP TALENT EMPLOYMENT SERVICES LLC (TOP TALENT) and you will be deputed with our client **«ClientName»**. You will initially be based in **«WorkLocationDescription»** however TOP TALENT reserves the right to transfer you to any of our client location within the UAE as per the client’s requirement.

Projected Date of Joining: **«ExpectedDate».**

TOP TALENT will be responsible to provide you with “employee care”, visa & payroll services. Your day to day responsibilities will be assigned and supervised by the client directly. You will be required to follow all rules and regulations of the client.

Your employment will be based on the following terms and conditions in addition to those stated in your Labour contract**:**

1. **Remuneration**

During your employment will be paid a salary of **AED «GrossSalary»** per hour. The salary will be calculated on the basis of work performed and stated in the approved time sheet received by TOP TALENT from the client.

In addition to the above, any incentives or bonus may be paid as per client’s discretion or if agreed to separately in the annexure.

The details of your remuneration and benefits are to be kept confidential.

1. **Benefits:**
2. Medical Insurance for “**«Category»**” only under company’s Group Insurance Policy.
3. Gratuity as per UAE Labour Law.
4. **22.00** working days or **30.00** calendar days paid leave as per UAE Labour Law.
5. Economy air ticket to home country once every **2 Years** limited to a maximum amount of **AED 2000.00**
6. You will be entitled to sick leaves as per UAE Labour law.
7. **Probation**

You will be on probation for a period of **«Period»** months from the date of joining. Any leaves taken during the Probation Period shall be unpaid leaves.

1. **Notice Period and Termination:**
   1. During the probation period, TOP TALENT may terminate your services with or without cause by giving one days’ notice. After probation period; TOP TALENT may terminate your services by giving notice as per UAE Labour law.
   2. You may terminate your services with TOP TALENT by giving one calendar month notice applicable during and after probation period. In case you terminate your employment without giving notice, TOP TALENT may in certain cases at its own discretion accept equivalent salary in lieu of notice period.
   3. In Case if TOP TALENT is required to incur certain expenses to facilitate your training and you are also desirous of undergoing such training to enhance your career growth, if you resign or terminate your employment with TOP TALENT in less than one year, TOP TALENT will recover training and on boarding expenses from your full and final settlement. This will be limited to one months’ salary.
   4. In case of any allegation of misconduct, fraud, gross negligence or any criminal act, or act of disobedience, insobriety, insubordination, or in case it is found that any information/academic qualification provided by you is false or misleading, your employment will be terminated with immediate effect, by TOP TALENT, in writing without notice or end of service benefits.
   5. If you absent yourself for 7 consecutive or 20 non-consecutive days without prior written permission; your employment shall be terminated without any notice.
   6. You must return all materials and properties including but not limited to documents, notes, memoranda, records, list of customers, suppliers and employees, correspondences, documents, computer and other cds, data, discs codes, designs and drawings and other documents whatsoever (whether made

or created by you) belonging to or relating to the client and TOP TALENT on your resignation or termination or pay damages in lieu thereof.

1. **Leaves**

Any leaves including any paid leaves which are accumulated and not utilized can be encashed as per policy. In case of sick leave availed for more than 1 day, you will need to provide a medical certificate by the relevant government authority.

1. **General Conditions**
2. Your employment as aforesaid will become operative only when you first report to the client office.
3. This offer is subject to successful processing of your visa and legal entry permits by the UAE Ministry of Labour and immigration authorities. This offer is also subject to obtaining a Medical Fitness Certificate, Background Screening, police clearance certificate issued from your country of residence or nationality. In case any of these requirements are not met or the entry permit or visa is rejected for any reason what so ever, this offer letter will be construed as null and void. This offer letter is also subject to receipt of at least two satisfactory reference checks, the verification of the Educational Certificate and credentials submitted to TOP TALENT and may be revoked if the aforesaid is not received and all expenses incurred by TOP TALENT will be payable by you.
4. The ‘Offer of Employment’ and this ‘Offer letter’ are subject to TOP TALENT being in receipt of an offer for services from the client. Should the contract be withdrawn at any point by the client and it is deemed as being beyond the control of TOP TALENT, then TOP TALENT reserves the right to withdraw the offer to the candidate at any time prior to the due on boarding date with no reason being offered. No financial recompense will be paid by TOP TALENT to you.
5. In the event of your appearance at, or summons to appear at any criminal court, or in the event of any criminal conviction or civil order being made against you, either during the period of your employment with TOP TALENT or prior to joining TOP TALENT you must inform TOP TALENT as soon as possible and must on request give full details to TOP TALENT.
6. You accept and acknowledge that your personal information including but not limited to your passport, visa etc. (“Personal Information”) shall be stored by TOP TALENT on cloud based business application and you hereby agree that TOP TALENT shall not be liable in the event that such Personal Information is accessed, retrieved, distributed or used with or without authorization by TOP TALENT. You hereby fully indemnify and hold TOP TALENT harmless from any liability arising from any and all claims, requests, debts, expenses, losses and actions in relation to any authorized or unauthorized access, retrieval, distribution or usage of your Personal Information.

1. **Confidential information**

By accepting this offer of employment, you irrevocably agree to keep information related to TOP TALENT and its client confidential and private and not to communicate the same to any person including without limitation, information regarding the business and finances of the client and of TOP TALENT. A separate non-disclosure agreement shall be signed by you in this regard. This confidentiality clause will be binding on you even after your employment ends with TOP TALENT for any reason whatsoever

1. **Prohibition to take up employment**

In the event of your resignation, you will not undertake to seek employment in the field of a competitor in the United Arab Emirates for two years, according to Article 127 of the law from the date of resignation without prior approval of TOP TALENT.

1. **Outside Occupation**

You are prohibited from working for any other employers, paid or unpaid without a written consent of TOP TALENT during your employment with TOP TALENT.

**Acknowledgement and Declaration:**

By signing a copy of this offer letter; I agree, acknowledge and confirm that:

1. I have no criminal records in the country of my origin or the UAE.
2. I am liable to inform TOP TALENT of my change in social status.
3. I will keep TOP TALENT and TOP TALENT’s client’s information confidential at all times including the terms and conditions of this offer letter.
4. I agree to abide by all the terms and conditions specified in this offer letter and acknowledge that these conditions are in additions to those generally specified in the UAE Labour contract.
5. I will be responsible for breach of any of these conditions.
6. This offer of employment may be revoked at TOP TALENT’s discretion at any time.
7. I am legally entitled to work without any legal restriction imposed on me by a current or former employer.

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| **C:\Users\Kim\Desktop\Huda Sign 1.png** |  |  |  |
| **«Signaure Name»** |  | **Name :** | **«FullName»** |
| **«Signature Job»** |  | **Designation :** | **«PositionDescription»** |
|  |  | **Date :** | **«Date»** |