

**Date** :«Date»

**Employee Number** : «Employee Number»

**Name** : «FullName»

**Contact Number** : «Contact Number»

**Email Id** : «Email Id»

**Subject : Offer Letter**

Dear «First Name»,

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

You will be working for AIQU, a part of Top Talent Employment Services LLC (“AIQU”) and you will be deputed with out client «**ClientName**». You will initially be based in «**WorkLocationDescription**»however AIQU reserves the right to transfer you to any of our other clients or any other location within the UAE as per the client requirement on similar terms and conditions.

Projected date of joining: «**Expected Date**».

AIQU will be responsible to provide you with “employee care”, visa and 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 the labor contract.

1. **Remuneration:**

During your employment you will be paid a salary of AED «**GrossSalary**» per day. The salary will be calculated on the basis of work performed and stated in the approved time sheet, received by AIQU 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 labor law.
4. «**WorkedDays**» working days or «**CalendarDays**» calendar dayspaid leave as per UAE labor law
5. Economy air ticket to home country once every «**AirTicket Years**» limited to a maximum amount of AED «**AirTicketAmount**»
6. You will be entitled to sick leave as per the UAE labor law

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1. **Probation:**

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

1. **Notice Period and Termination:**
   1. During the probation period, AIQU may terminate your services with or without cause by giving one days’ notice. After probation period; AIQU may terminate your services by giving notice as per notice period mentioned in b).
   2. You may terminate your services with AIQU by giving notice as follows:
      * 1. One week notice, if you have worked for more than 6 months but less than 1 year
        2. Two weeks’ notice, if you have worked for at least 1 year
        3. One month’s notice, if you have worked for at least 5 years

In case you terminate your employment without giving notice, AIQU may in certain cases at its own discretion accept equivalent salary in lieu of notice peiod.

* 1. In case if AIQU 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 AIQU in less than one year, AIQU will recover training and onboarding expenses from your full and final settlement. This will be limited to one month’s salary.
  2. 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 or academic qualification provided by you is false or misleading, your employment will be terminated with immediate effect by AIQU, in writing, without notice or end of service benefits.
  3. If you absent yourself for 7 consecutive or 20 non-consecutive days without prior written permission; your employment shall be terminated without any notice.
  4. 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 related to the client and AIQU on your resignation and termination or pay damages in lieu thereof.

1. **Leave:**



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

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1. **General Conditions:**
   1. Your employment as aforesaid will become operative only when you first report to the client office.
   2. This offer is subject to successful processing of your visa and legal entry permits by the UAE Ministry of Labor 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. This offer letter is further subject to a successful CID clearance in case the same is requested by the Client. In case any of these requirements are not met or the entry permit or the visa or CDI clearance is rejected for any reason, whatsoever, this offer letter will be construed as null and void. This offer letter is also subject to receipt of at least 2 satisfactory reference checks, the verification of the educational certificate and credentials submitted to AIQU and may be revoked if the aforesaid is not received and all expenses incurred by AIQU will be payable by you.
   3. The ‘Offer of Employment’ and this ‘Offer letter’ are subject to AIQU being in receipt of an offer for services from the client. Should the offer be withdrawn at any point by the client and it is deemed as beyond the control of AIQU, then AIQU reserves the right to withdraw the offer to the candidate at any time prior to the onboarding date with no reason offered. No financial recompense will be paid by AIQU to you.
   4. 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 AIQU, or prior to joining AIQU you must inform AIQU as soon as possible and must on request give full details to AIQU.
   5. You accept and acknowledge that your personal information including but not limited to your passport, visa, etc. (“Personal information”) shall be stored by AIQU on cloud-based business application and you hereby agree that AIQU shall not be liable in the event that such Personal Information is retrieved, accessed, distributed or used with or without authorization by AIQU. You hereby fully indemnify and hold AIQU harmless for 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.
   6. It is recommended that you take travel insurance for yourself (if you are currently outside UAE) or continue your existing insurance (if you are inside UAE) until your insurance is applied by AIQU.
2. **Confidential Information:**

By accepting this offer of employment, you irrevocably agree to keep information related to AIQU 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 or of AIQU. A separate non-disclosure agreement will be signed by you in this regard. This confidentiality clause will be binding on you even after your employment ends with AIQU for any reason whatsoever.

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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 from AIQU.

1. **Outside Occupation:**

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

**Acknowledgment and Declaration:**

By signing a copy of this 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 AIQU of my social status
  3. I will keep AIQU and AIQU’s client 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 addition to those generally specified in the UAE Labor contract
  5. I will be responsible for breach of any of these conditions
  6. This offer of employment may be revoked at AIQU’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.

**For AIQU, Top Talent Employment Services LLC**

«Name»

«Signature»

**Accepted and Agreed**

Name : «FullName»

Designation : «Position Description»

Date :

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