Dear ${FULL\_NAME},

We take great pleasure in conﬁrming your oﬀer of employment to the position of **PROPERTY CONSULTANT** at **Vserve Real Estate LLC.** Your work location is at **2802 Single Business Tower, Business Bay.** This oﬀer shall remain valid until ${OFFER\_VALIDITY\_DATE}.

This oﬀer is subject to your acceptance of the conditions as stated below:

1. Your expected joining date with the company is ${EXPECTED\_JOINING\_DATE} however your appointment will be eﬀective from the ﬁrst day you physically commence duty with **Vserve Real Estate LLC**.

## Monthly Total Guaranteed Package & Commission Structure.

| **With Company Leads** | | |
| --- | --- | --- |
|  | **Commission %** | **Paid** |
| On Commission | 50% | Agent |
|  |  |  |
| **With Own Leads** | | |
|  | **Commission %** | **Paid** |
| On Commission | 65% | Agent |

## Allowances

Company shall have no further obligation towards you in this regard.

## Air Ticket

Yearly Air Ticket entitlements of Economy Class Return to the Country of Origin after the completion of one (1) year of service.

## Medical Insurance

The Company shall provide you with medical beneﬁts on the Company's chosen medical insurance scheme outlined in the Company Medical Insurance Policy, which may be amended from time to time after completing the probationary period. Medical insurance is for the employee only. Dependents maybe added at the cost of the employee.

## End of Service Gratuity

The End of Service Gratuity Beneﬁt will be dealt with **in** accordance to the UAE Labor Law.

## Annual Leave

Annual leave is thirty (30) working days per annum which may be taken in accordance with company policy and subject to management discretion and operational requirements.

## Hours of Work

You are required to work a forty-five (45) hour workweek from Monday to Friday. The oﬃcial working hours are from 10:00 to 19:00 daily.

# Probation Period

Conﬁrmation of your permanent employment shall be subject to the satisfactory completion of a three (3) months’ probation period from the date of joining.

# Non-Disclosure Obligations:

# The following information is considered confidential and proprietary ("Confidential Information"):

# Any commission rates, splits, or calculation methods.

# Termination of Service

Employment service may be terminated by either party in writing giving notice of:

* Fourteen days during the probation period and;
* Thirty days after completion of the probation period.

1. **Work Permit Requirements:** For completion of your labor and visa formalities.

*Failure to submit the below documents on or before your joining date will result in immediate termination of your oﬀer letter and shall be considered null and void.*

* + Clear copies of Passport and Visa page
  + Cancellation Paper
  + Attested Educational Certiﬁcate
  + NOC Letter - if under sponsorship visa
  + Passport size photo

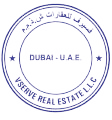
1. This appointment is subject to your passing a satisfactory medical examination, obtaining necessary clearance from the UAE Police, Department of Naturalization and Immigration of the UAE, positive references and granted a residence visa and work permit by the authorities. The company is not liable for lifting any ban; overstay penalties, government fees that may have been imposed on you whilst working under current or previous employment contracts.

Upon accepting this oﬀer you will be subject to the employment conditions as described in the

letter as well as the Company policies and procedures.

Please inform us of your acceptance of this oﬀer by signing the declaration at the end of this letter and initialing the ﬁrst page and return the signed oﬀer to us within two (2) days. This Oﬀer of employment and any employment contract arising from your acceptance thereof shall be subject to the UAE Labor Court.

We look forward to welcoming you to **Vserve Real Estate LLC** and trust that you will enjoy a long, joyful and successful career with us.



Yours Sincerely

# HUMAN RESOURCES & ADMINISTRATION

I ${FULL\_NAME} **accept** the oﬀer on the conditions as stipulated in this letter. I certify that the statements made by me during interview or in my CV are true and correct, and any misrepresentation or material omission to **Vserve Real Estate LLC** whether innocently, intentionally or negligently will render my employment contract null and void from the beginning*.* **Vserve Real Estate LLC** rights are fully reserved.

Signed at ${SIGNATURE\_LOCATION} on this ${SIGNATURE\_DATE} day of 2025.

Signature *${FULL\_NAME}*