

**Mr. Kavinraja Thiyagu**  
**Indian Passport R 0096104**

Dear Mr. Kavinraja Thiyagu

**Sub: Employment Offer - Appointment as Technician – Air Conditioning**

With reference to the assessment / interview had, we take great pleasure in confirming our offer of employment for the position of Technician – Air Conditioning, on Grade 13 in Prime FM Building Maintenance.

The offer herein is conditional upon obtaining satisfactory references, UAE work permit and residency.

Basic Salary	AED	1,400
Food / Other Allowance	AED	150
Accommodation	AED	Company Provided
Transportation - Site	AED	Company Provided
<b>Gross Salary</b>	<b>AED</b>	<b>1,550 per month</b>
<b>(Dirhams One Thousand Five Hundred and Fifty Only)</b>		

The main employment conditions are explained below based on the company policy which may be amended from time to time.

Probation	You will be on probation for a period of 6 months. By no later than six months period, your performance will be assessed and reviewed. On successful performance review completion, your employment will be confirmed.
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Annual Leave	You will be entitled to annual leave of 30 days per annum in line with UAE Labor Law and Company policy. Employees with less than one year of service will accrue 2 days per calendar month. In case you do not avail your accumulated leave, a maximum leave balance of 30 days can be carried forward into the following year.
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Leave Passage	You will be entitled to a leave passage benefit of <b>AED. 1,200/-</b> for yourself once every 2 years of service in accordance with the company policy.
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Medical	You are eligible for medical insurance for self on a co-payment basis on the Company's chosen medical insurance scheme as per Company policy.
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Termination	After completion of probation period, if either party wishes to terminate the employment contract, a notice period of one-month will be required. It is mutually accepted that in case of your separation, you will not be employed in UAE with any direct competitor to our Company for 2 years from the date of separation. The Company reserves the rights to take necessary measures to restrain you from such employment.
Gratuity	In accordance with the UAE Labor Law
Confidentiality	You undertake that you will not at any time, whether during or after the termination of your service, disclose any business information regarding the Company, which may be detrimental to the Company's interest.
Employment Contract	All employment in the UAE is subject to official employment contract which will be provided to you when you arrive in UAE, to be signed by both parties and approved by the concerned Federal Ministry.

This offer is valid for one week from the date of issue. Please confirm your acceptance below and return a copy of this offer.

On behalf of Prime FM Building Maintenance, I welcome you to a long and mutually beneficial association.

Yours sincerely,



**S.J. Atheeque Ahmed**  
**Managing Director**



I, **Kavinraja Thiyagu** accept the offer as stipulated in this letter. I certify that the statements made by me during the interview and in my resume are true and any misrepresentation will render my employment null and void with **Prime FM Building Maintenance** rights fully reserved.

Signature\_\_\_\_\_

Date\_\_\_\_\_

Expected Date of Joining \_\_\_\_\_