To:

Job Title:

Department: HR

ID:

Date:

SUBJECT:  **LEAVING ACKNOWLEDGEMENT FORM – MUTUAL AGREEMENT TERMINATION OF CONTRACT.**

This is to inform you that your mutual agreement termination of contract with effect of XX XX XXXX has been received by HR:

* **Please note that your last day of service will be the XX XX XXXX .**
* **Should you wish to apply for another healthcare related job within UAE you will be required to obtain a letter of No Objection from National Ambulance.**
* **Please note that your new company will apply for your new HAAD/DOH License, as your current license is under National Ambulance Sponsership and should be cancelled and registered under your new sponsership ( the same procedures for Visa and Emirates ID).**

Failure to meet either of the above clauses in your contract will result in your contract terms and conditions being persued via tha appropiate channels within the UAE.

At the end of your employment, you will need to return the following items:

* Company ID (1)
* UAE / Emirates ID
* Cancellation of Health Insurance Cards
* HAAD/DOH License
* UAE Driver’s License
* Uniforms
* Company Laptop (if applicable)
* Medical Equipments – (If applicable)
* All Passes
* Fazaa Card
* Company vehicle (if applicable)
* Mobile Phone (if applicable)

**Airline Ticket:** If alternative employment is not available and you are genuinely repatriating home, then National Ambulance will provide you with a one-way ticket back to your home country at NA’s choice of airline. Employees are not entitled to cash payment in lieu of a repatriation ticket and must travel within 30 days of the visa cancellation.

In case you find a job within UAE, you will not be entitled for the one way repatriation ticket.

**Visa Cancellation** : If you have dependents under your sponsorship (e.g. spouse, child/children, parents or housemaid) please cancel their visa before submitting your original passport and Emirates ID to HR for cancellation

**License Cancellation:** Not Applicable

**Exit Interview**: Not Applicable

**Accommodation**: Not Applicable

**Final Pay:** Your final pay, which will be paid into your bank account once your termination administration is completed and all matters are settled.

Please note that we are required to pay your final payment into your bank account, and advise the bank accordingly, unless you can provide a clearance certificate from your bank. You should also liaise with your bank as soon as possible regarding the time it takes to close a bank account, especially if you have a credit card and / or loan, and the length of time they will hold you final pay before releasing it.

Should you have any queries please contact me.

**HR**

HR Assistant

Acknowledged by:

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_