

25-Jun-25

**Mr. Abu Baker Abdullah**  
**United Arab Emirates**  
**Passport number:A08820442**  
**Department: Operations**

Dear Abu Baker Abdullah,

**Sub: Appointment as Supervisor - Facilities**

On behalf of Al Ghurair Facilities Solutions LLC ("AGFS"), we are pleased to extend to you our offer of employment for the position of Supervisor - Facilities, reporting to the Engineer - Facilities.

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

Basic Salary	:	AED 2169.00
Housing	:	Provided by the Company
Conveyance	:	Provided by the Company
Other Allowance	:	AED 1446.00
COLA	:	AED 385.00
<b>Gross Salary</b>	<b>:</b>	<b>AED 4000.00 Per Month</b>

(United Arab Emirates Dirhams Four Thousand only per month)

The main employment conditions and benefits are outlined below, based on Company policy which may be amended from time to time. Further details regarding Company policies can be obtained from the People & Culture team.

- Working Hours** : Your working hours will be 11 hours with 1 hour break. You will be entitled to a weekly rest of 1 day with full payment.
- Work Location** : Your place of work will be assigned to you on your Date of Joining. During the course of your employment, the Company reserves the right to transfer you to another division, city or country and/or to any other job.
- Annual Leave** : You will be entitled to annual leave in line with UAE Labour Law and Company policy. You will accrue 2.5 days annual leave per calendar month (30 calendar days per annum). All Annual Leave must be used within the calendar year. In addition, you will be entitled to statutory holidays declared by the Government of UAE for private sector companies.





FACILITIES SOLUTIONS



## Visa and Medical Insurance

The Company will pay/bear all expenses to apply for your work permit, employment visa and Emirates ID. The company will not pay any penalties or other charges related to your previous employment.

You will be entitled to medical insurance for yourself on a deductible/co-payment basis, as per company policy.

## Leave Passage

- : You will be entitled to economy class leave passage allowance, once every two years to the nearest International Airport from Dubai / Abu Dhabi as per Company policy.

## Life Insurance

- : You will be covered under Company's Group Life Insurance Policy, sum assured up to two years basic salary in case of natural death or permanent total disability. In case of accidental death, the sum assured will be doubled.

## Probation

- : You will be on probation for a period of six months. By no later than six months period, your performance will be assessed and reviewed by the line manager. After successful completion of the probation period, your employment will be confirmed. Without prejudice to any other rights or remedies that the Company may have, the Company may terminate your employment during the probation period by providing a notice period of 14 days or payment in lieu thereof. If you decide to resign, you are required to provide a notice period of 30 days to the Company if you are transitioning to another job within the UAE, or 14 days if you are leaving the country.

## Termination of Employment

- : The employment contract is a limited contract for a period of 24 months. Should either party solely wish to terminate the employment contract during the term thereof (post the probationary period), the terminating party shall notify the other party of such desire 30 days as a prior notice before the determined date of termination.

The employment contract may be renewed once or more times for similar or shorter period/ periods. In the event of renewal of the contract the new period/ periods are deemed to be an extension of the original period and shall be added in calculation of the employee's total period of service.

It is mutually accepted that in the event of your separation, you will not be employed with any direct competitor to our Company in UAE for one year from the date of separation. The Company reserves the right to take steps to restrain you from such employment.



### 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.

### Gratuity

: As per the UAE Labour Law and regulations.

### Retirement

: You will retire from the Company upon reaching the age of 65 years.

### Employment Contract

: Employment in the UAE is subject to official employment contract, which will be supplied to you after your acceptance and successful completion of pre-employment checks and should be signed by both parties and approved by the Federal Ministry of Labour and Social Affairs and aligned to the UAE Labour Laws and regulations.

The validity of this offer is for 03 days from the date of issue and is subject to providing two acceptable references and your formal acceptance thereof. Please indicate your acceptance by signing below and returning a copy of this offer back to the undersigned within 03 days from the date of the offer.

On behalf of Al Ghurair Facilities Solutions LLC, I welcome you to a long and mutually beneficial association with us.

Yours Sincerely,



**Justin Paul**  
**Specialist – People & Culture**

### Agreed and Accepted:

Signature: -----

Date: -----  
26.06.2025

Expected Date of Joining: --15.07.2025----

