

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, Zip Code]

[Country]

Dear [Employee's Name],

We are pleased to offer you a position at [Company Name] as a [Job Title]. This offer is contingent upon the successful processing of your UAE work permit application.

Position Details

- **Job Title**: [Job Title]
- **Department**: [Department Name]
- **Employment Type**: [Full-time/Part-time/Contract]
- **Start Date**: [Proposed Start Date]
- **Salary**: [Salary Amount] per [Month/Year]
- **Work Location**: [Work Location/Office address]

Responsibilities

Your primary responsibilities will include, but are not limited to:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Work Permit Support

[Company Name] will provide the necessary support and documentation required for your work permit application. Please ensure that you submit any required documents in a timely manner to facilitate this process.

Acceptance

Please sign and return a copy of this offer letter by [Acceptance Deadline] to confirm your acceptance of this position.

We look forward to having you as a valuable member of our team. Should you have any questions regarding this offer, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

Accepted by:

[Employee's Signature]

[Date]