

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

[Country]

Dear [Employee's Name],

We are pleased to offer you the position of [Job Title] at [Company Name], located in [Company Location]. Your start date will be [Start Date], and you will report directly to [Supervisor's Name].

Position: [Job Title]

Department: [Department Name]

Salary: [Monthly/Annual Salary]

Working Hours: [Working Hours]

Employment Type: [Full-time/Part-time/Contract]

As part of your employment, we will assist you in obtaining a UAE employment visa. The following terms are applicable:

1. **\*\*Job Responsibilities\*\***: A detailed description of your job responsibilities will be provided in your employee handbook upon joining.

2. **\*\*Benefits\*\***: You will be entitled to [List of Benefits, e.g., health insurance, annual leave, etc.].

3. **\*\*Probation Period\*\***: Your employment will be subject to a probationary period of [Duration of Probation Period].

Please sign and return a copy of this letter to indicate your acceptance of this job offer.

We look forward to welcoming you to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]

[Employee's Signature]

[Date]