**[Date]**

[Name]

[Address]

**Employment Offer**

Dear [Name],

With reference to our recent discussions, it gives me great pleasure to extend an offer of employment to you.

Please find attached our Employment Contract for your review and signature.

This offer is valid for seven (7) days from the date you received our offer.

**Job Title:** Designation

**Type:** Full Time

**Salary:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per calendar month

**Start Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please advise your anticipated start date when you have tendered your resignation.

Your employment is subject to the terms and conditions identified in the attached Employment Contract, the Ministry of Labor Contract, Schedule A annexed thereto, Educational Certificate, Verification of Previous Compensation and Experience Letter from previous employer.

If you require any clarification please do not hesitate to contact the HR department.

We very much look forward to welcoming you as a member and offer you a long and successful career with our company.

Yours sincerely,

**Authorized Signatory**

**[Company Name]**

This Contract is made on **[Date]**

**BETWEEN:**

|  |  |
| --- | --- |
| (1) | **[Company Name],** a company incorporated in [location], with registered number XXXX and registered office at [location](the “**Company**”); |
| **AND** |  |
| |  |  | | --- | --- | | (2) | [Staff Name], \_\_\_\_\_\_\_\_\_\_ national, holder of passport number \_\_\_\_\_\_\_\_\_\_\_\_ (the “**Employee**”), | |  |  |   Hereinafter collectively referred to as the “**Parties**” or individually as “**Party**”. | |

**AND WHEREAS** the Company wishes to offer the Employee employment on the following terms and conditions together with the Standard Terms and Conditions of Employment (the “**Terms**”) as stated in Schedule A and the Ministry Of Labour (“MOL”) Contract (defined below) (together the “**Contract**”):

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Preliminary matters | **:** | For the purposes of legal compliance, the Employee will be required to enter into a short form contract required by the Ministry of Labour which shall be governed by the applicable laws (the “**MOL Contract**”).  This Contract sets out the supplemental terms which shall apply during the Employee’s employment with the Company and it should be read in conjunction with the MOL Contract.  This Contract together with the MOL Contract and any documents referred to in either document sets out the whole agreement between the Parties relating to the Employee’s appointment and cancels all previous agreements, representations and arrangements in connection with the Employee’s employment. |
| 2 | Job Title and Description | **:** | The Employee will be employed in the position of **[job title]** |
| **3** | **Reporting to** | **:** | **[Manager Position]** |
| **4** | **Joining Date** | **:** | The Employee’s employment will commence the first day of attendance at which the Employee, after completing all labour licensing and other requirements, is advised by the Company to present themselves for work. The expected date of commencement of this employment is at the earliest subject to successful completion of employment visa formalities. |
| **5** | **Probationary Period** | **:** | During the first six (6) months of employment, the Employee will be on probation during which time the Employee’s employment may be terminated either by the Employee or the Company without notice (the “**Probation Period**”). |
| 6 | Remuneration | **:** | The Employee shall be paid a remuneration of \_\_\_\_\_\_\_\_\_ per month, which is comprised of the following amounts:   |  |  | | --- | --- | | **Allowance** | **Amount** | | Basic Salary | Xx,xxx.xx | | Housing allowance: | Xx,xxx.xx | | Transport allowance  Other allowance | Xx,xxx.xx  Xx,xxx.xx | | **Total** | Xx,xxx.xx |   The “**Remuneration**”.  Employees will be paid by the end of each month |
| **7** | **Working Hours and Place of Work** | **:** | 48 Hours are expected to be worked on a weekly basis  The Employee is required to work at the **[location]** or at such other location as may be required for the proper performance of the Employees duties under this Contract. |
| **8** | **Overtime** | **:** | The Employee hereby acknowledges that the they are in a managerial position and they shall not receive further remuneration in respect of overtime hours worked. |
| **9** | **Annual Air Ticket** | **:** | The Employee is entitled to an annual return air ticket to employee’s home country on the anniversary of each year of the Employee’s service. The contribution will be as per the agreed rate card which will be reviewed periodically. |
| **10** | **Annual Leave** | **:** | Annual Leave is credited/accrued at the beginning of the calendar year/or first day of employment. The Employee shall be entitled to 30 calendar days’ leave per annum to be calculated on a pro-rated basis where the Employee commences/leaves employment part way through the annual leave year.  Leave may be taken only after six (6) months of joining the company, any leave taken within six (6) months of joining will be unpaid leave.  In addition, the Employee shall be entitled to national holidays as declared for the private sector by the government, or days in lieu where the Company requires the Employee to work on such national holidays.  Remuneration for annual leave shall be paid as per Company’s policy. |
| **11** | **CME** | **:** | 6 Paid Leaves (Business Days) per calendar year. |
| **12** | **Health Insurance** |  | The employee will be entitled to health insurance for self |
| **13** | **Duration, Notice, Termination and Non-compete** | **:** | The term of this Contract shall be unlimited and the Employee shall be a full time employee. After the Probationary Period, each Party may terminate this Contract by providing 90 days written notice of intention to terminate the Contract to the other Party. Upon termination, the Employee agrees to be bound by the provisions stated in clause 11 of Schedule A relating to the Employee’s Post Termination Restrictions. Should the Employee violate this clause the Employee undertakes to pay liquidated damages and compensation in the amount representing a multiple of up to 24 months gross Remuneration and any discretionary bonus received by the Employee in the Employees final year of employment prior to the termination thereof. Any employee terminating the Employment before the end of 12 months of service, will be required to compensate/reimburse 1 month’s gross salary to the company. This is required to offset the costs incurred by the company on Recruitment fees, Air fare, Licensing Fees, Advertisement Cost, Uniform, Medical Insurance and other such costs. |
| **14** | **Standard Terms and Conditions of Employment** | **:** | The Terms at Schedule A are incorporated by reference into this Contract. |

The Contract is subject to receipt of satisfactory references, you being found medically fit for employment and your application for residence visa and work permit being accepted by the authorities.

The employment is confirmed in writing only after satisfactory completion of the Probation Period.

You will not be permitted to work anywhere else on part-time / full-time basis or seek any other employment, so long as you remain an employee of the organization.

You will abide by all the rules and regulations of the Organization, which shall be modified /changed by the Management from time to time.

IN WITNESS WHEREOF the Parties have caused this Contract to be executed as of the date written above.

For and behalf of **[company name],**

**Authorized Signatory**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I have read, understood and accepted the terms and conditions of this Contract and Annexure.**

[Name]

**Next steps.**

Please sign, print and scan your signed contract

**What is your estimated joining date after your notice period?**

Day:

Month:

Year:

Send your signed contract and copies of the following to the Human Resource Manager,

1. Passport Coloured copy
2. Photograph (jpeg) High Resolution
3. Educational Certificate Copies
4. Experience Letter
5. Certificate of good standing (if applicable)

**As soon as your signed contract is received, we will call you to discuss our on-boarding and licencing process.**