dd/MM/yyyy

**Job Offer Letter**

Dear [Candidate Name],

We were very excited to meet and get to know you over the past few days. We have been impressed with your professional background and would like to offer you the [Job title] position formally. This is a [full/part] time position, [working days/hours/ weeks]. You will be reporting to the [Manager’s job title] of the [Department name] department.

The detailed monthly salary breakdown is mentioned below:

|  |  |
| --- | --- |
| **Salary Parameters** | **Monthly (AED)** |
| Basic Salary | [XXX] |
| Accommodation Allowance | [XXX] |
| Transportation Allowance | [XXX] |
| Other Allowance | [XXX] |
| Gross Salary | [XXXX] |

We will be entitled to [30] days of paid vacation per year.

Your expected starting date is [date]. You will be asked to sign a contract and [agreements, like confidentiality, nondisclosure] at the beginning of your employment.

We would like to have your response by [date]. In the meantime, please feel free to contact me or [Manager name] via email or phone on [provide contact details] if you have any questions.

We are all looking forward to having you as a part of our team!

Sincerely,

[HR person’s name]

[HR position]

[Company name]

[Contact Number]