

Appointment Letter (UAE): Sample

Use after the candidate has accepted the offer. The employment contract registered with the Ministry of Human Resources and Emiratisation remains the governing document, so the figures here must match it.

[Company Name]

[Company Address]

Date: [DD/MM/YYYY]

To: [Candidate Full Name]

[Address] | [Mobile] | [Email]

Subject: Letter of appointment for the position of [Job Title]

Dear [Candidate Name],

We are pleased to confirm your appointment as [Job Title] at [Company Name], on the following terms:

Start date: [DD/MM/YYYY]

Place of work: [Emirate / Office]

Reporting to: [Name, Title]

Contract: fixed-term employment contract for [number] years, registered with the Ministry of Human Resources and Emiratisation

Basic salary: AED [amount] per month

Allowances: housing AED [amount], transport AED [amount], other AED [amount] per month

Total monthly salary: AED [amount], paid through the Wage Protection System

Working hours: [number] hours per day, [number] days per week

Probation period: [number] months (not more than six months)

Annual leave: [number] days per year

Notice period: [number] days (not less than 30 and not more than 90 days)

Other benefits: [health insurance, annual air ticket, other]

This appointment is subject to [a valid work permit and residence visa, satisfactory medical fitness, and the documents listed in the attachment]. Your employment will be governed by the employment contract registered with the Ministry, which will match the terms above.

Please sign and return a copy of this letter to confirm your acceptance.

Yours sincerely,

[Signature]

[Name of Authorised Signatory]

[Title]

[Company Name] | [Company Stamp]

Acceptance by the employee

I accept the appointment on the terms set out above.

Name: [Candidate Name] | Signature: [Signature] | Date: [DD/MM/YYYY]

This is a general sample for information only. It is not legal or tax advice and not an official government form. Adapt it to your contract, your records and your situation, and check current requirements with the relevant authority before use. Reviewed: 27 September 2026.