

Job Offer Letter (UAE): Company Sample

This is a company offer letter that an employer sends before the official MOHRE offer letter. It does not replace the MOHRE offer letter or the labour contract, which are issued through the Ministry system. Print on company letterhead and fill in the bracketed parts.

[Company Letterhead]

Date: [DD/MM/YYYY]

To: [Candidate Full Name]

[Candidate Address or Email]

Subject: Offer of employment for the position of [Job Title]

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Company Name], based in [Emirate / Work Location], on the terms below.

Terms of the offer

Start date: [DD/MM/YYYY], or the date your work permit and visa are issued, whichever is later.

Contract type: fixed-term, [number] years, renewable

Monthly salary: Basic salary AED [amount] | Housing allowance AED [amount] | Transport allowance AED [amount] | Other allowances AED [amount] | Total AED [amount]

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

Probation period: [number] months

Annual leave: [number] days per year

Other benefits: [visa and medical insurance provided by the employer, air ticket, other]

Conditions

This offer is subject to the approval of your work permit by the Ministry of Human Resources and Emiratisation (MOHRE), your medical fitness test, and the documents we request, including attested educational certificates where required.

The official MOHRE offer letter and the labour contract will set out the same terms. If you notice any difference between this letter and the MOHRE documents, tell us before you sign them.

Please confirm your acceptance by signing below and returning a copy by [DD/MM/YYYY].

For [Company Name]

[Authorised Signatory Name] | [Title]

[Signature and Company Stamp]

Acceptance

I accept this offer on the terms above.

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

This is a general sample for information only. It is not legal advice and not an official government form. Adapt it to your contract and your situation, and check current requirements with the relevant authority or employer before use. Last reviewed: 21 September 2026.