Offer Letter or Job Contract

Template

Use this customizable Sharakah’s Job offer letter or job contract template as an outline for your company’s employment offer.

The template outlines various areas that can be easily customized to align with the specific requirements of your company.

**Ref.:**

**Date:**

**Mr: [Candidate name]**

**ID or Passport No: [For the candidate]**

**Subject: Employment Offer Letter for the Position of [Name of position]**

Dear

Please refer to your application for the position [The position]. [Company Name] and subsequent personal interview. We are pleased to offer you employment at [name of the company] in Muscat, Oman on the following conditions:

* **Position:**
* **Job Responsibility**:
* **Starting Date**:
* **Salary & Allowances**:

|  |  |
| --- | --- |
| **Heads** | **Amount in Omani Rials (RO)** |
| Basic Salary |  |
| Transport Allowance |  |
| Mobile Allowance |  |
| House Allowance |  |
| **Total** |  |

1. **Work Permit**: Work Permit will be issued under the sponsorship of the

company with non-Family status. You will not work for any other employer whether paid or in unpaid capacity. If the work permit is rejected by the Government for any reason, the offer will be nullified. Please ensure that your passport’s validity exceeds 6 months from the date of accepting this offer.

1. **Working Hours**: Five days a week and 9 Working hour each day and

minimum 1 hour lunch break in between. This can be further broken up, depending upon the requirement and law of the land.

However, if work requires, you will have to work beyond the agreed working hours or days and you will be paid overtime for the same. You may be asked to work on an official holiday if the circumstances of the work so require, and in such a case you will be entitled to receive Gross wage for such a day with an additional amount of not less than 25%, or to have a rest day as substitute therefor.

1. **Accommodation:** Sharing accommodation will be provided by the company.
2. **Air Ticket**: As per the company policy, you will be entitled for the following:
	1. On completion of every 2 years (24 months) of service, you will be provided with an Economy Class Excursion Ticket to Muscat – [destination] – Muscat
	2. In case you resign after returning from vacation within one (1) year, the cost of your return ticket will be borne by you.
3. **Probation Period**: First 3 months will be your Probation Period and both parties can terminate the contract with 15 days’ notice.
4. **Annual Leave:** For every 2 years of Service, you will be entitled for 60 days paid vacation, in addition to the Public Holidays. The 60 days will include weekends.
	1. The Vacation should be taken as per the organization / department’s vacation plan. You may take the leave in smaller parts also, subject to approval.
	2. Public Holiday shall be taken as day off when they occur. However, should you be required to work on these days, you can take a day off during the same calendar year, however it cannot be carried forward to next year.
	3. Any Public Holiday that falls during the Annual Vacation, cannot be claimed.
	4. You will be permitted to encash your leave from the leave balance maximum once every year. A minimum of 10 days and maximum 30 days encashment will be permitted in a year. Encashment will be on Basic Salary only.
5. **Medical Care:** The company will bear maximum expenditure of [RO] per annum on actual basis, including consultation, tests and medicine. Any additional amount will be borne by the employee. Employee will be entitled to Sick Leave as per Omani Labor Law.
6. **Contract Terms & Duration:** Your Contract will be valid for 2 years after successful completion of Probation Period and automatically renewable thereafter for similar period. We reserve the right to make changes to any of the terms of this Employment Contract and you will be notified in writing for any change.

If you resign from your position before completing one year of continuous service, [Company name] reserves the right to recover from you, the cost of entire recruitment related expenses including Agent’s fee / advertising cost, if any, air ticket, medical and any other charges on Pro-rata basis.

1. **Resignation / Termination:** A notice period of 30 days will be given in writing indicating the intention to terminate the employment contract by either side. However, the employer may terminate your services without any notice or payment of Gratuity in the event of your behavior falling within any of the categories such as; breach of confidentiality, submitting forged documents or certificates, misconduct, habitual negligence of duty, serious incompetence, theft, fraud, insubordination, dishonesty, excessive absenteeism or tardiness, being under the influence of drug or alcohol or any other event referred to under Article 40 of Oman Labor Law.
2. **Gratuity:** You will be entitled to an end of service gratuity as per Omani Labor Law. The said gratuity shall not be payable if the duration of service is less than one year.
3. In order to meet the business demands, the company reserves the right to vary the terms of employment stated above at any time, whether on a temporary or permanent basis without your approval or prior notice.

We look forward to your working with us at [Company name] and growing together!

Name:

Date:

Signature:

Validated by

