SANDSTONE BUILDING WORKS LLC شركة ساندستون لأعمال البناء ذ.م.م

Industrial Area 0, Sharjah, United Arab Emirates · Tel 06 000 0000

Ref: SBW/HR/2026/0417 Date: 12 October 2026

OFFER OF EMPLOYMENT

Name	Mr. Suresh Pillai
Nationality	India
Position	Steel Fixer
Work site	Project sites in Sharjah and Ajman

Dear Mr. Suresh,

We are pleased to offer you employment with Sandstone Building Works LLC on the following terms and conditions. Please read them carefully and sign below to confirm your acceptance.

1	**Salary**	Basic salary AED 1,200 per month plus food allowance AED 200. Salary will be paid **every 45 days in cash** at the site office.
2	**Working hours**	**10 hours per day**, Saturday to Thursday. Overtime is included in the monthly salary and will not be paid separately.
3	**Weekly rest**	Friday, paid.
4	**Passport**	The employee must submit his original passport to HR on arrival. It will be **kept in the company safe until the contract ends**.
5	**Recruitment cost**	The agency fee of **AED 3,000 will be recovered from the employee's salary** in 6 monthly instalments.
6	**Resignation**	If the employee resigns before completing 24 months, he must **pay the company AED 4,000** for visa and air ticket costs.
7	**End of service**	End-of-service gratuity as per UAE Labour Law.
8	**Annual leave**	30 calendar days after each year of service. Return air ticket every 2 years.
9	**Accommodation**	Shared accommodation in the company labour camp and transport to site are provided.

This offer is valid for 7 days from the date above.

For Sandstone Building Works LLC
HR Manager

Accepted by employee
Name, signature and date

SAMPLE · FICTIONAL

Fictional sample created for the Haqq demo. The company, people and reference numbers are invented.