Qatar appointment letter format

Editable sample letter: replace the details with your own records before signing

Letter reference: REF/2026/___
Issue date: [Issue date]
Employer: [Company]
Commercial registration: [CR number]
Workplace: Doha, Qatar
Employee: [Employee Name]
Qatar ID (QID): blank until the card is issued
Designation: Storekeeper
Start date: [Joining date]
Monthly wage: QAR 7,000 basic, QAR 2,500 housing, QAR 800 transport. Total of those lines: QAR 10,300.
Dear [Employee Name],
We confirm your appointment as Storekeeper in Doha from [Date]. The monthly lines above are the wage on our record. The total is not a gratuity estimate and not a yearly figure.
This English letter does not grant a work visa or a residence permit, and it does not generate an Arabic contract. Probation and leave, if we issue them, are the schedule we attach.
Signatory: [name and designation]
Company stamp: _____