UAE 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]
Emirate: Dubai
Trade licence: [Trade licence number]
Employee: [Employee Name]
Emirates ID: [Emirates ID]
Designation: Site Supervisor
Start date: [Joining date]
Monthly wage: AED 8,000 basic, AED 3,000 housing, AED 1,000 transport. Total of those lines: AED 12,000.
Dear [Employee Name],
We confirm your appointment as Site Supervisor in Dubai from [Date]. The monthly lines above are the wage on our record. AED 12,000 is not a gratuity figure and not a yearly total. This letter is not the ministry employment contract and it does not issue a work permit. Gratuity, where it is later due, is a settlement from the employment record and is not calculated here.
Signatory: [name and designation]
Company stamp: _____