UAE joining letter format

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

Date: [Issue date]
From: [Employee Name]
To: The project manager, [Company], Dubai
Subject: Joining report
Dear project manager,
I reported for work on [Date] as Site Supervisor at the Dubai workplace named in the offer. My Emirates ID is still in process, so I have not typed a number.
Please acknowledge this report. It is not the ministry employment contract, it does not say a work permit has been issued, and it does not state my wage. The wage remains the one in the offer you sent.
Yours sincerely,
[Employee Name]