Offer letter format for Qatar

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

Offer reference: REF/2026/___
Issue date: [Issue date]
Employer: [Company]
Workplace: Doha, Qatar
Candidate: [Candidate Name]
Dear [Candidate Name],
[Company] offers you the role of Storekeeper, reporting to the warehouse supervisor, with a proposed joining date of [Joining date].
Monthly cash wage: QAR 7,000 basic, QAR 2,500 housing and QAR 800 transport. The monthly total of those three lines is QAR 10,300. That total is not a gratuity estimate and not an annual figure.
Probation, annual leave and ticket arrangements: use the schedule the company actually issues. This letter does not invent them.
The offer does not grant a work visa, a residence permit or an entry into Qatar. Those steps, if the company sponsors them, sit outside this letter.
Please accept in writing by [Acceptance date].
Signatory: [name and designation]
Company stamp: _____