Offer letter format for Saudi Arabia

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

Offer reference: REF/2026/___
Issue date: [Issue date]
Employer: [Company]
Workplace: Riyadh, Saudi Arabia
Candidate: [Candidate Name]
Dear [Candidate Name],
[Company] offers you the role of Dispatcher at the Riyadh yard. Proposed joining date: [Date]. You report to the yard manager.
Monthly cash wage: SAR 6,000 basic, SAR 2,000 housing and SAR 500 transport. Those lines total SAR 8,500 a month. No GOSI deduction is taken inside this letter. If GOSI applies, payroll will show the employee share on the payslip after enrollment.
This offer does not transfer an Iqama and does not issue a visa. Any sponsorship step the company intends belongs in a separate instruction, not in the wage line.
Probation and leave: attach the company's schedule. This draft sets neither.
Please accept in writing by [Acceptance date].
Signatory: [name and designation]
Company stamp: _____