UAE security guard offer letter

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

[Company letterhead]
Date: [Issue date]
Dear [Candidate Name],
[Company] offers you the role of site security guard, with a proposed joining date of [Joining date].
Site: Sunrise Warehouse, Dubai Investment Park
Shift: night shift, 8 hours, only if the roster uses that pattern
Accept by: [Acceptance date]
Basic pay: AED 2500 a month
Housing allowance: AED 800 a month
Transport allowance: AED 300 a month
Gross monthly pay: AED 3600
A security licence, if the site requires one, is the candidate's own card. This offer does not issue it.
This letter does not grant a work permit or a visa, and it is not the ministry contract.
Please accept in writing by [Acceptance date].
Authorised signatory: [Name], [Designation]
Company stamp: _____
Candidate acceptance: [Candidate Name], signature and date