# UAE teacher 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 Grade 4 English teacher at the school campus in Sharjah, with a proposed joining date of [Joining date].
Workplace: the school campus in Sharjah
Accept by: [Acceptance date]
Basic pay: AED 6500 a month
Housing allowance: AED 2000 a month
Transport allowance: AED 400 a month
Gross monthly pay: AED 8900
This offer is not a government teaching appointment and it is not the ministry employment contract.
It does not promise a flight ticket or a tuition discount for a child. Add either only if the school will actually provide it.
Please accept in writing by [Acceptance date].
Authorised signatory: [Name], [Designation]
Company stamp: _____
Candidate acceptance: [Candidate Name], signature and date