Offer letter format for the UAE

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

Offer reference: REF/2026/___
Issue date: [Issue date]
Employer: [Company]
Emirate: Dubai
Trade licence: [Trade licence number]
Candidate: [Candidate Name]
Dear [Candidate Name],
[Company] offers you the role of Site Supervisor at its Dubai workplace. Proposed joining date: [Date]. You report to the project manager.
Monthly cash wage: AED 8,000 basic, AED 3,000 housing and AED 1,000 transport. Those lines total AED 12,000 a month. This is not a gratuity figure and not a yearly total.
This letter is not the ministry employment contract and it does not issue a work permit, an Emirates ID or a medical clearance. Those steps remain outstanding even if you accept.
Probation, leave and notice: attach the terms the company will actually put in the contract.
Please accept in writing by [Acceptance date].
Signatory: [name and designation]
Company stamp: _____