



Date: 14/04/2025

Strictly Private & Confidential  
Offer Letter

REF: 569(NASBQ)-KF/04-2025/HR DEPT

Full Name: RAMESH MADDILA

Passport Number: W2908964

Nationality: INDIAN

Dear Sir/Madam,

We are delighted to offer you an employment position within **Al Asfaat Group**, in the role of **HR ADMIN**.

Subject to your acceptance of this offer, you will receive the following remuneration and benefits: -

**Salary Details: -**

Basic Salary:	- 14,800/-AED per month
Housing	- Company Provided
Transport	- Company Provided
Other Allowance	- 500/- AED per month
<b>Total</b>	<b>- 15,300/- AED per month</b>

<b>CONTRACT CONDITIONS</b>	
Employment Contract Validity	Two (2) years
Working Hours	Nine (9) hours exclusive of one (1) hour break
Annual Leave	Thirty (30) calendar days' vacation leave on the first year of service (pro-rata) and 30 day's leave thereafter for each completed 12 months of service or pro-rata
Home Country Self-Economy Air Ticket	Due after completing a period of 12 months service (1 years)
Probation Period	Three (3) months after that your salary will be increase.
Food & Accommodation	Provide by the company

**OFFER CONDITIONS**

- You are medically assessed and confirmed fit for the post under offer
- Your passport has a minimum of 12-month validity
- Satisfactory reference check and copy of experience certificates are provided

This offer of employment is valid for 3 days from the date shown on this letter. Subject to your acceptance of this outline offer, we will prepare the necessary documents for your employment contract.

**PLEASE NOTE:** As the visa process can take time, it is your responsibility to ensure your visa status remains' valid until such time as your employment visa is approved by immigration. Any overstay fines incurred by the candidate must be paid prior to joining Alasfaat. The candidate agrees that failure to pay such fines may result in the offer being revoked without any liability to Alasfaat Group.

Your Appointment date as per company records is **28-APR-2025 to 27-APR-2027**.

All other benefits such annual leave, over time, etc in accordance with labor laws of United Arab Emirates.

In the meantime, should you have any questions please do not hesitate to contact us.

Yours Sincerely,

**Yasir Al-Rashid**  
CEO & Director – Legal & Human Resources



Candidate Signature: \_\_\_\_\_

Candidate Thumb: \_\_\_\_\_



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مجموعة الصفاة ذ.م.م  
ص.ب. المربع الرئيسي للمنطقة الحرة بجبل علي، البوابة رقم ٧ - دبي ١٨٩٧٠  
الإمارات العربية المتحدة  
الهاتف: ١٢٧ ٨٨٨ ٠٠ +٩٧١ ٨٠٠ - ٤٢٣ ٩٦٢١ +٩٧١ ٥٤  
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