

Dubai 25th March, 2012

Mr.
Email:
Address:
Tel:

Dear

Subject: Letter of Appointment

With reference to the interview you had with us, we are pleased to offer you the position of **Sales Executive** at iStyle Computers showroom, according to the following terms and conditions stated below:

- a. 1- You will be responsible for the sales, marketing of the showroom products and you are expected to join for duty on or before 1st May 2012.

2- You will be employed on a **Single** status and your compensation and benefits package will include the following:

- A** – Monthly Basic Salary AED 2,250/- (Two thousand two hundred fifty)
B – Monthly Housing Allowance AED 1,250/- (One Thousand two Hundred)
C – Monthly Transportation AED 1,000/- (One Thousand)

- a) **Other benefits:**

Annual leave: 30 days, due upon the completion of one year of service.

Air ticket: Annual vacation, return economy ticket to country of origin.

Medical insurance: You will be covered under the Company's prevailing medical insurance scheme.

- b) **Sales Commission:** You will be entitled for a sales commission as calculated per the incentive scheme after completing satisfactory system and shop training.

3- **Probation:** your final employment will be subject to a satisfactory probation period of 3 months.

4- During your employment with the company, you will comply with the rules, and provisions of the UAE labor law and with the internal regulations of our company.

5- You hereby commit to stay in the employment of our company for a period of not less than **24** months failing which you will have to reimburse the company for the costs of your recruitment. Sponsorship and any eventual training that you may have undertaken on the company expense.

Page (1)



6- While in the employment of our company you may not exercise any other outside job. You are further required to maintain in strict confidence and protect any confidential information that you may have acquired during your employment, and may not disclose such information for any other purpose outside the scope of your duties.

Upon termination of your employment and regardless of the reasons of such a termination, all documents and records in your hands and containing confidential information should be returned to the company, and you will abstain from using the business contacts and relationships that you might have built during your tenure in a way to divert directly or indirectly their business activity to a competitor.

7- This offer of appointment is made in duplicate. If you agree to the above terms, please sign and return to us its duplicate copy as a token of your acceptance, along with the personal documents.

The contents of this letter shall be considered null and void with no liability to our company, if you fail to return to us the duly signed duplicate copy by 2nd April 2012

Best regards,

Elias Abou Rustom
Managing Director

[Handwritten Signature]
Hani Nemea (أي سنابل كمبيوترز اش.ذ.م.ع)
Deputy Opt
iSTYLE Computers (L.L.C)
ص.ب: 251541، دبي - ا.ع.
P.O. Box 251541, DUBAI-U.A.E.



I hereby certify that I have read and approved this offer letter in all its contents.

Employee Name:.....
Signature:.....
Date:.....

