

AMENDMENT OF EMPLOYMENT CONTRACT

Dear <<Contact_FirstName>>

We are pleased to inform you that the Terms and Conditions of your Employment Contract have been changed with effect from <<Service_Request_Effective_Date_of_Change__h>>.

Employee Name	<<Document_Detail_Contact>>
Employment Card Number	<<Document_Detail_DOCUMENT_NUMBER>>
Job Title	<<Service_Request_Job_Title>>
Basic Salary	<<Service_Request_Basic_Monthly_Salary_Dhs__00>>
Accommodation	<<Service_Request_Sys_Accommodation>>
Transport	<<Service_Request_Transport_allowance__00>>
Food	<<Service_Request_Food_Allowance__00>>
Other	<<Service_Request_Other_Monthly_Allowance__00>>
Probation Period (in Months)	<<Service_Request_Probation_Period_in_months>>
Termination Notice Periods (in days)	<<Service_Request_Termination_Notice_Period>>
Annual leave days	<<Service_Request_No_of_Days>> <<Service_Request_Annual_Leave_Days_Calendar>>
Commencement Date	<<Service_Request_Commencement_Date__h>>

All other Terms and Conditions of your Employment Contract remain the same. You are requested to sign the duplicate copy attached as confirmation of your acceptance.

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Employer Signature:

Date:

Employer Name:

.....
Employee Signature:

Date:

Employee Name: