Company Letter Head

Date:

**Offer Letter**

To,

Mr …………

PP No ………..

We are pleased to offer you an employment on the following terms and conditions:

Terms and Conditions:

1. Position :
2. Basic Salary :
3. Working Hours : As per Labour Law of the Sultanate of Oman (Per day 8   
    hours and 40 hours in a week)
4. Overtime : As per Labour Law of the Sultanate of Oman
5. Accomodation : Provided by the company
6. Food : Free food or Food Allowance
7. Transportation : Provided by the Company
8. Probation period : 90 days
9. Contract Period : 02 Years
10. Medical/Insurance : As per Labour Law of the Sultanate of Oman
11. Leave : As per Labour Law of the Sultanate of Oman
12. Other Terms and Conditions : As per Labour Law of the Sultanate of Oman
13. Ticket : Air tickets to be provided to join the job and upon   
     completion of the contract
14. Visa : To be provided by the company

Yours Faithfully,

(Seal and Signature of Authorized person/company)