

## **Company Letterhead**

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### **Employment Agreement**

This agreement has been made on ..... between (your company) (hereafter called the first party) and Mr. .... Nepalese Nationality bearing passport no ..... issued on ..... (Hereafter called second party) observing in a good faith on the following terms and conditions.

Therefore, it is mutually agreed as follows:

1. Employee's Name : .....
2. Passport No. : .....
3. Employee's Job Title : .....
4. Basic Salary : .....
5. Over time : As per company rule.
6. Accommodation : Provided by the employer company.
7. Transport : Local Transportation provided by the company
8. Food : .....
9. Working Days : 6 days/week
10. Working Hours : 8 hrs/day
11. Duration of Contract : 2 years renewable.
12. Medical treatment : As per UAE Labor law.

- 13. Insurance : As per UAE Labor law.
- 16 Probation periods : 90 days from the date of job joining.
- 17. Other benefits : As per UAE Labor law.
- 18. Air Ticket : .....
- 19. Visa & Work Permit : .....
- 20. Period of contract

The period of contract will be 2/3 years commencing from the date of joining in the work. However, on completion of two years of service, depends on your performance you will be eligible for appropriate increment. If your performance is well during the contract period, your visa period will be renewed further at the decision of the management.

21. Probation Period

You will be on probation period for a period of 3 months from the date of joining. If your performance is found to be unsatisfactory during the probationary period, employer has the right to terminate your service without notice.

22. Overtime

For work put beyond 8 normal hours per day you will be entitled to overtime payment as per the policy of the company.

23. Passage

Employer will be provided free of cost an economy class airfare from working country to Nepal after completion of two yours of service. If the service will extend by the company you will be entitled to get a free return airfare.

24. Medical

Medical assistance will be made available to you in line with the rules of the company free of cost.

Employer Authorized Signature  
Designation: .....  
Name: .....  
Date: .....  
Company Seal

Signature of Employee  
Passport No.: .....  
Date: .....