

Date : Tuesday, Jun 03 2025
To : Jeralyn S. Guerra



Employment Offer

Secretary

Based on your submitted CV and the successful interview process, we are delighted to offer you the position of **Secretary** at our company, subject to the following terms and conditions:

Position	Secretary
Reports To	CEO
Salary Package	SAR 3,500 Monthly
Overtime	Overtime work will be compensated as per labor rules and policies
Working Hours	48 hours per week
Probation Period	90 Days
Contract Duration	4 years Contract
Benefits	• Medical Insurance Included. • 21 paid annual leave per year. • End of service benefits as per Saudi Labor Rules.

*All other terms and conditions shall be as per company policies, and Saudi labor law and regulations.

You may indicate your agreement with these terms and accept this offer by signing and dating this agreement before Friday, Jun 06 2025.

Sincerely,

Bashayr Muyini

Applicant Name: Jeralyn S. Guerra

Applicant Signature: