

Date : Sunday, May 25 2025  
To : Hassen Mohameed



## Employment Offer

### Building Receptionist

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

|                   |  |
|-------------------|--|
| Position          | Building Receptionist  |
| Reports To        | CFO  |
| Salary Package    | SAR 4,000 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 | 2 years Contract   |
| Benefits          | <ul style="list-style-type: none"><li>• Medical Insurance Included.</li><li>• 21 paid annual leave per year.</li><li>• End of service benefits as per Saudi Labor Rules.</li></ul> |

-  
\*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 Wednesday, May 28 2025.

Sincerely,

Bashayr Muyini

Applicant Name: Hassen Mohameed

Applicant Signature: