

Date : Thursday, May 15 2025
To : Badr Alotaibi



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 5,900 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">• Medical Insurance Included.• 21 paid annual leave per year.• End of service benefits as per Saudi Labor Rules.

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*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 Monday, May 19 2025.

Sincerely,

Bashayr Muyini

Applicant Name: Badr Alotaibi

Applicant Signature: 