

Date : **Sunday, Aug 25 2024**

Attn. : **Layan Saad**

## **EMPLOYMENT OFFER ( ACCOUNTANT )**

In reference to your forwarded CV and the subsequent interview conducted, we are pleased to offer you the position of **Accountant** in our company under the following terms and conditions:

Position	: <b>Accountant</b>
Reports To	: <b>CFO</b>
Monthly Salary Package	: <b>SAR 6,500</b>
Overtime	: <b>Overtime work will be compensated as per labor rules and company policies</b>
Working Hours	: <b>48 hours per week</b>
Probation Period	: <b>90 Days</b>
Contract Duration	: <b>2 years Contract</b>
Benefits	: <ul style="list-style-type: none"><li>• <b>Medical Insurance.</b></li><li>• <b>21 paid annual leave</b></li></ul>

*\*All other terms and conditions shall be as per company policy, rules & regulations.*

You may indicate your agreement with these terms and accept this offer by signing and dating this agreement within six days from date of this letter.

Sincerely,

**Abdulahman Alshaikh**

**CFO**

Applicant Name : **Layan Saad**

Applicant Signature :

