

صديق ومحمد عطار
SADDIK & MOHAMED ATTAR

JOB OFFER

January 4, 2023

Dear Mr. Abdulla Thajdeen,

We are pleased to offer you a regular full time employment at Saddik and Mohamed Attar Co. with the following details:

Job Title	: Spare Parts Assistant officer
Department	: Service Center
Reporting to	: Service Center Supervisor
Location	: Service Center - Riyadh
Job Grade	: Grade 7 (as per company policy)
Basic Monthly Salary	: SAR 4,300
Housing Allowance	: SAR 1,075 (25% of basic salary)
Transportation Allowance	: SAR 430
Ramadan Bonus (Annually)	: SAR 4,300 (One Basic- Variable pay based on the policy and Management discretion)
Annual Bonus	: Based on the company's and employee's performance, policy and Management discretion
Annual Vacation	: 30 calendar days (to be scheduled according to work requirements)
Medical Coverage:	: B class (as per company policy)
Period of Contract:	: 1 year (subject to renewal)
Probationary Period	: 3 months from joining date (To be extended as per Labor Law)
Starting Date	: As soon as possible.

All other benefits and conditions shall be applied in accordance with the Saudi labor law and company's policy.
Any Variable Pay will not be included in the contract or employee's End of services entitlements.

This offer is conditional upon completion of all required documents (release papers from previous employer, Certificates. Etc..) and passing a pre-employment medical examination by a hospital appointed by the company.

Kindly confirm your acceptance of this offer by signing below and return it to us immediately. Accordingly, A detailed job contract will be ready to be signed after commencement of duties. If we did not receive your confirmation within 5 days, we will assume that you are declining this offer.

We are confident you will be able to make a significant contribution to the success of Saddik and Mohamed Attar Co. and we look forward to welcoming you to the company team.

Sincerely,



Ranya M. AlMadani
Human Resources Manager

I confirm & accept this offer. I am ready to join my service on --- / --- /2023

S-A. Althajdeen
Signature

05/01/2023
Date