



Arcan Limited
145/147 Hatfield
Road, St. Albans,
Hertfordshire,
AL1 4JY

Date 03-September-2019

To

Redacted

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you employment in our company.

The location of initial reporting and training will be **Hertfordshire**, United Kingdom and post training your work location would be at UAE. The duration of the training will be purely based on business requirements which may last up to 45 days.

Your services can be transferred to any of our Deputed Client / Departments situated anywhere in UAE. At such time, the compensation applicable to a specific location will be payable to you.

You are requested to join the company by **November 25, 2019**. If this presents any concern/s, please let us know at your earliest convenience.

Your offered position is "**Retail Manager**". Your monthly salary would be **AED 10,250** (United Arab Emirates Dirham Ten Thousand Two Hundred Fifty Only) per month Net Salary. Gross Salary information shall be provided with appointment letter after completion of training. Provided salary is after all the deduction.

Company	Arcan Limited
Type of Visa	Residence (Work) Visa
Location of Employment	UAE
Grade	A1
Status of Employment	Permanent
Annual Education Assistance per child	AED- 9000 (UAE Dirham Nine thousand)
Excess Baggage Assistance	30 KgS
Regular Hours of Work & Work Week	Minimum of 40 Hrs per week, 5 days a week
Weekly Rest Days	Friday and Saturday are weekly rest days
Home of Record	India
Annual Leave	22 Working days per year
Entitlement for Class of Air Ticket during mobilization, Repatriation and Business Travel	Economy Class
Probationary Period From Employment Date	Not Applicable
Notice period	30 days

Arcan Limited
145/147 Hatfield Road, St. Albans, Hertfordshire, AL1 4JY
contact@arcanlimited.com
+44 203 883 4017



Employee Benefits Include:

- a) Medical Insurance
- b) Short/Long Term Disability
- c) Dental Care
- d) Health Care
- e) Maternity & Paternity Leave
- f) Food & Furnished Family Accommodation
- g) Air Ticket (To and from UAE to either of the following locations- Mumbai/Delhi/ Chennai/ Kolkata/ Cochin once in a year for self while proceeding on contractual leave- Economy Class Only)
- h) Transportation

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

Welcome to **Arcan Limited**. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours
sincerely,

A handwritten signature in black ink that reads "Andrew Shilton".

Andrew Shilton
Vice President & Head Human Resource
For Arcan Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Signature