



8th December 2020

PRIYA BENCY

Passport No.: U4848000

OFFER OF EMPLOYMENT

Subsequent to your interest in seeking employment with V HOTEL FUJAIRAH, we are pleased to offer you employment on the following terms and conditions. This offer will be subject to approval by the Immigration Authorities with regards to Visa sponsorship and execution of the final Employment Contract; therefore, it cannot be considered as a binding commitment on the part of the Employer prior to signing a final employment contract with you.

1. JOB ASSIGNMENT

In your position of **PURCHASE / ACCOUNTS ASSISTANT** you will be responsible for providing efficient support to the **FINANCE DEPARTMENT**. Your position reports to the **FINANCIAL CONTROLLER** and/or any other person who may be designated in this regard by the company.

A job description outlining your duties and responsibilities will be prepared and given to you by your Department Head.

2. COMPENSATION

Your monthly salary will be as follows:

Joining Date : _____

Basic Salary : AED 1000/- (One Thousand Dirham's Only)

Other Allowance : AED 500/- (Five Hundred Dirham's Only)

House Rent Allowance : AED 350/- (Three Hundred and Fifty Dirham's Only)

Total : AED 1,850/- (One Thousand Eight Hundred and Fifty Dirham's Only)

Salaries are paid into your bank account, The Hotel will assist you in opening your bank account. The working week is 6 (six) days, the working hours will be 10 (Ten) including breaks.

3. PROBATIONARY PERIOD

Your employment will be subject to a 6 (six) months probationary period with effect from joining employment during which your progress will be assessed. At any time during such period, your employment may be terminated at the Employer's absolute discretion by giving one day's oral or written notice due to unsatisfactory performance or violation of laws, rules and regulations in which case YOU WILL NOT BE ENTITLED to any paid sick leave, notice or allowance for notice period, or end of service benefit as per Law.

V HOTEL LLC

P.O. BOX 7764, Fujairah, U.A.E.
TEL: +971 9 202 3333
FAX : +971 9 202 3344
Email : info@vhotel.ae

في هوتيل ذ.م.م

تليفون : +971 9 202 3333
فاكس : +971 9 202 3344
ص.ب : 7764 الفجيرة، ا.ع.م



4. MAINTENANCE AND BENEFITS

You will be entitled to the following benefits on a Single Status basis:

Should you decide to terminate your employment prior to the completion of 3 (three) years of service the following clause shall apply:

- If you decide to leave before completing one year you shall be charged your recruitment charges in full.
- On completion of one year but before two years you shall be charged back 60% of your total recruitment costs,
- On completion of two years but before three years you shall be charged back 40% of your total recruitment costs, and
- Should you complete at least three years of service, the hotel will bear the above costs and expenses.

(I) Maintenance:

Meals on duty will be taken in our Associate's Dining Room free of charge as per your grade.

(II) Annual Vacation:

In accordance Law, you will be entitled to receive 30 days annual vacation for every 12 months of continuous service, inclusive of public holidays which may fall during the vacation period. Public holidays will be taken in accordance with V HOTEL policy and must not be accumulated with your annual leave. Please, note that the General Manager's approval must be obtained prior to proceeding on vacation. An economy excursion return air ticket to **India** is provided after every **24** (Twenty Four months) of continuous service or AED 1,200/-, whichever is less.

(III) Medical & Insurance:

You are entitled for medical insurance coverage as per Law under a Medical Insurance Scheme.
You will be covered for Group Life Insurance.

(IV) Sick Leave: Sick Leave will not be granted during the probationary period.

5. CONFIDENTIALITY CLAUSE

All property business data, business plans, financial projections and results, customer information, computer programs and similar materials and information made available to you during your employment are the sole property of the V HOTEL. All such materials and information shall be held by you in strictest confidence and shall not be shared or disclosed to any third parties or otherwise utilized except in the routine course of performance of your duties at the Hotel. Any copies, summaries or compilations thereof shall be returned to V HOTEL upon termination of your employment.

6. TERMINATION OF EMPLOYMENT

Your employment agreement will be for an unlimited period. A **notice of 30 days** is required for either party to terminate this contract and we reserve the right to pay the outstanding salary in lieu of notice period. You hereby agree not to disclose the data, information etc. referred to in Clause 5 above for a period of at least 2 years thereafter. In case of resignation, you agree not to engage in any activity within the period of six months from last day of work, which may give rise to conflict of interest with any of the Hotel activities. In the case of termination, you agree not to engage in any activity in FUJAIRAH within two months from the last day of the termination notice period which gives rise to a conflict of interest with any of the Hotel activities. In case of you have committed an offense categorized as Red in the V Hotel Disciplinary Policy and/or offenses mentioned in article 120 of the UAE Labor Law, you will not be entitled to any notice period and end of service benefits. In addition, you acknowledge that V HOTEL has the right to take legal action should you breach any of the above provisions.

V HOTEL LLC

P.O. BOX 7764, Fujairah, U.A.E.
TEL: +971 9 202 3333
FAX : +971 9 202 3344
Email : Info@vhotel.ae

في هوتيل ذ.م.م

تليفون : +٩٧١ ٩ ٢٠٢ ٣٣٣٣
فاكس : +٩٧١ ٩ ٢٠٢ ٣٣٤٤
ص.ب : ٧٧٦٤ الفجيرة، ا.ع.م



7. ACCEPTANCE

Please note that this offer of employment is in accordance as per Law, which shall govern in the event of any dispute or based on In House Policies & Procedures.

You agree and understand that you may be required to perform work in any other department and/or as requested and directed by V HOTEL Management in the best interest of the Hotel and its' customers. If the foregoing concurs with your understanding of the terms and conditions of employment, please, sign and return a copy of this letter along with the copies of Passport, Medical Certificates for HIV, Hepatitis A / B and TBC test, Experience Certificates and 4 photographs within two days. Failing this, this offer of employment will be considered null and void. If the results of one or multiple of before mentioned medical tests is positive, this offer letter will be automatically annulled, due to as per law. We trust this covers all the pertinent details of your employment with us. Should you have any further questions, please, let us know.

In the meantime, may we take this opportunity to congratulate you on your new assignment and wish you every success in your challenging new assignment we look forward to a long and mutually beneficial working relationship with you.

Yours sincerely,

For V HOTEL FUJAIRAH


HR Department
9.12.2020


Abraham John
Financial Controller


Vinod Bhojwani
Chairman

I, Prigya Benuy, have read, fully understood and accept the terms and conditions of my employment at the V HOTEL, FUJAIRAH

Signed: Prigya

Date: 9/12/2020

V HOTEL LLC
P.O. BOX 7764, Fujairah, U.A.E.
TEL: +971 9 202 3333
FAX : +971 9 202 3344
Email : Info@vhotel.ae

في هوتيل ذ.م.م
تليفون : +٩٧١ ٩ ٢٠٢ ٣٣٣٣
فاكس : +٩٧١ ٩ ٢٠٢ ٣٣٤٤
ص.ب : ٧٧٦٤ الفجيرة، ا.ع.م