

CONFIDENTIAL

**Mohammed Abdullah
Saudi National**

12 March 2024

Offer Letter

Dear **Mohammed**,

We are pleased to provide you with this offer letter for the position of '**Courier**' reporting to the **Operation Supervisor** at AJEX for Logistics Services. Your employment package will be as follows:

Length of Contract: 1 year contract ; renewed with a 3-month probationary period, which can be extended for another 3-months.

Notice Period: Two months.

Salary & Benefits:

Total Salary: SAR 5,400 per month; broken down as follows:

Basic Salary: SAR 4,000 per month

Housing Allowance: SAR 1,000 per month

Transport Allowance: SAR 400 per month

Weekly working hours: (48) hours in the week

Medical Insurance: KSA medical cover for self and family (Spouse and children).

Annual Leave: (21) Calendar Days

Department: operation - express

Location: (Riyadh) as per company policy.

End of Service Benefits: As per KSA Labor Law.

Note that there should be no **duplication of benefits** for any flight, medical or housing allowance.

This offer is conditional upon:

1. Satisfactory references from recent employers.
2. Satisfactory police records check/code of conduct certificate.
3. Receipt of necessary documentation relating to your qualifications.
4. Approval of AJEX HR Department.
5. Having a valid KSA driving license (Light/Heavy Transport).

Please sign this offer letter and return it with the completed Employment Application Form to indicate your acceptance of this offer. We will, at an appropriate time, request you to sign our standard employment contract, which sets forth certain further terms and conditions regarding your employment with at AJEX for Logistics Services. This offer is valid for 5 Gregorian calendar days from the date hereof; if you fail to return the signed / dated offer to us on or prior to the expiry date the offer shall be deemed withdrawn. Furthermore, at AJEX for Logistics Services shall be entitled to withdraw the offer at any time, if in its sole and absolute discretion, there are valid grounds to do so.

We look forward to you joining at AJEX for Logistics Services; a values-driven Great Place to Work and Grow.

Yours sincerely,



Chief Shared Services Officer

Candidate Acceptance