17 July 2025 REF-

OFFER LETTER

Mr. V.VIJAYAPALAN

Passport Number: **N7475344**

Further to your employment application and recent interview, we are pleased to offer you a position in our company in Doha **(Qatar)** on the following Terms and Conditions:

1) Position Title : **Cleaner**

2) Reporting To : **Cleaning Supervisor**

3) Location : **LINC Facility Services MENA, Doha, Qatar**

4) Project : **Various Projects**

5) Salary :

Basic Salary	QAR	1,000.00	per month
Cola	QAR	NA	per month
Food Allowance	QAR	300.00	per month
Accommodation Allowance	QAR	NA	per month
Accommodation		Co. Provided	
Transportation Allowance	QAR	NA	per month
Transportation		Co. Provided	
FOT	QAR	NA	per month
Other Benefits (Mobile)	QAR	NA	per month
Air Ticket Allowance	QAR	NA	per month
Air Ticket:	**Return economy ticket (best available fare) for self only:**		**Every two (2) year**
Total	**QAR**	**1,300.00**	**per month**

6) Joining Date : **As soon as possible**

7) Probation Period : **Six (6) months from the Joining Date**

8) Period of Contract : **Unlimited**

9) Working Hours : **In accordance with the Qatar Labor Law**

6 days in a week (48hours)

10) Public Holidays : **As per the Qatar Government declared holidays**

V. Vijaya Balan

11)	Sick Leave	:	In accordance with the Qatar Labour Law
12)	Annual Leave	:	Thirty (30) calendar paid days for each completed year of service Leave is subject to approval of leave schedule from client
13)	Medical Insurance	:	Self Only
14)	Gratuity	:	In accordance with the Qatar Labour Law
15)	Upon Termination by	:	
	The Employer	:	The Employer shall provide one (1) months advance notice of its intention to terminate the Employee's employment. In the event that the Employer fails to provide adequate notice as stipulated herein, they shall be required to compensate the Employee for the amount in lieu of any deficient notice period equal to the employee's basic salary.
	The Employee	:	The Employee shall provide at least Two (2) months advance written notice from the date of their resignation and Complete Handover of Ongoing current & Pending Task. Incase of Critical Task to be executed/handover to Replacement and Team Member is essential. In the event that the Employee fails to provide adequate notice as stipulated herein, they shall be required to compensate the Employer for the amount in lieu of any deficient notice period equal to the employee's basic salary.
16)	Notes	:	This offer is not a contract; therefore, Linc Facility Services will prepare an employment contract for you after we receive your Labour approval. This offer is subject to the following conditions: i. No Objection Certificate from your current sponsor. (if applicable). ii.You provide an attested copy of your highest relevant degree qualification from the Qatar Embassy/Home country consulate and Ministry of Foreign Affairs, Qatar. iii.You pass the Qatar immigration and medical. iv.Satisfactory Reference Checks.
17)	Offer Validity	:	This offer is valid for seven (7) days and up on availability of Visa

Yours Sincerely

For **Linc Facility Services Qatar**

General Manager

Accepted by

V. Vijaya Balan

Signature of Applicant

Date: 2025.08.18