

**Company Letterhead**  
**With full address**

Date: **DD of Month YYYY**

**EMPLOYEMNT CONTRACT**

This employment contract is executed and entered into by and between hereinafter referred to as the employer) and Mr. \_\_\_\_\_ Bangladesh Passport No: \_\_\_\_\_ both of whom voluntarily bind themselves to the following terms and conditions.

**BASIC TERMS AND CONDITIONS**

1	Position	<b>Construction Labor</b>
2	Basic Salary	.....SR
3	Food or Allowance	SR..... or provided by company
4	Contract Period	.... Years
5	Working Days/Hrs	Normal working days shall be ..... days per week and working hour shall be ..... hours per day, ..... hours per week.
6	Probation Period	..... Days from the dates of arrival into the Kingdom of Saudi Arabia
7	Overtime	The Employee shall perform overtime or holiday work upon the request of the Employer. Such extra hours shall be compensated in accordance with the prevailing labor laws of the host country.
8	Accommodation	Provided by the Company
9	Medical Facilities	Provided by the Company as per the Labor Law of Saudi Arabia
10	Insurance & IQAMA	Insurance covered as per the Labor Laws of Saudi Arabia and the fees for the IQAMA are the responsibility of the employer.
11	Transportation	Provided free if the work site is out of walking distance from camp.
12	Air Ticket	Two way joining & return ticket would be provided by the company.
13	Leave Benefit	Weekly leave ... day per week, yearly leaves, medical leave, public holidays will be as per the Labor Laws of the Kingdom of Saudi Arabia
14	Renewal	Contract is renewable with mutual agreement of both the parties
15	Other Terms & Conditions	Other term and conditions not covered herein which the laws of country of employment provide, shall apply.

**CLARIFICATION:**

The employer and the employee certify that they have read and fully understood above terms and conditions. Both parties further certify that the foreign terms and conditions together with the application constitute their entire agreement and that any other agreement and understanding aside from this contract shall be considered null and void.

In witness whereof, the parties have here unto voluntarily signed their respective names as below.

**Signature of Employer**

**Signature of Employee**