

UAE HR letters pack

Salary certificate, NOC, experience, leave and admin letters.

Flexible employer-letterhead formats separating purpose, validity and verified records from authority-issued forms.

Pack reference	Version	Review date
uae-hr-letters-pack	2026.08	15 Aug 2026

Working fields

No.	Field	Entry / notes
1	Addressee	[]
2	Employee and ID	[]
3	Job title	[]
4	Joining date	[]
5	Salary and allowances	[]
6	Letter type and purpose	[]
7	Period	[]
8	Limitations	[]
9	Reference and date	[]
10	Authorised signature and stamp	[]

Use guide

What does it organise?	Prepare routine employer correspondence with consistent data and approvals.
What does it not prove?	It does not replace a MOHRE job offer or contract and is ineffective unless issued by an authorised employer.

Checks before approval

1	Match the employee file.
2	State purpose and period.

3	Avoid consent broader than intended.	
4	Check recipient requirements.	
Notice: General administrative formats, not official forms and not valid without employer authorisation.		
Prepared by	Reviewed by	Approved by
Name / signature / date	Name / signature / date	Name / signature / date

PDFUAE PREVIEW