**Offer Letter**

Dear **<first name>**,

**Congratulations!**

We are happy to inform you that have been selected for the role of **Relationship Officer** in JCBL.

Please find attached Offer Letter for your review. Kindly check the button below to confirm acceptance of the Offer Letter.

Upon confirmation, please fill in the Employee Requirement details and send back to **hrteam@jcblgroup.net** the signed copy of the Offer Letter with your right thumb print beside your signature along with the Clear Colored Scanned Copy requirements for onboarding formalities.

**Kindly note to send all requirements in 1 email only.**

We hope you will enjoy your role and make a significant contribution to the overall success of the organization.

**Regards**

**HR Team**

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**MOL Document**

Dear **<first name>**,

**MOL & LABOUR CONTRACT** has been generated for your review.

Kindly send it back with your signature and right thumb print inside the signature box.

**Regards**

**HR Team**

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**eVisa and Change Status**

Dear **<first name>**,

Congratulations! **eVisa and Change Status have been uploaded**.

For Ayadi visa holders, you may refer on the eVisa Stamp for Change Status.

**Regards**

**HR Team**

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**Medical Test Appointment and/or TAWJEEH Training**

Dear **<first name>**,

* **EMAIL WILL DEPEND ON HR INSTRUCTIONS ONLY**
* **DETAILS WILL DEPEND ON ACTUAL LOCATION AND DATE APPOINTMENT**
* **HR WILL CREATE THE EMAIL ACCORDINGLY IN THE BOX**

**Regards**

**HR Team**

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**Medical Fitness Report and/or Emirates ID Biometrics**

Dear **<first name>**,

* **EMAIL WILL DEPEND ON HR INSTRUCTIONS ONLY**
* **DETAILS WILL DEPEND ON ACTUAL LOCATION AND DATE APPOINTMENT**
* **HR WILL CREATE THE EMAIL ACCORDINGLY IN THE BOX**

**Regards**

**HR Team**

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**Emirates ID**

Dear **<first name>**,

Please find attached copy of your **Emirates ID**.

**Visa Expiry Date: xxx**

**Regards**

**HR Team**

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