

Use the official contract first. In Saudi Arabia, employment contracts must follow the Ministry of Human Resources' unified model and be documented on **Qiwa**. In the UAE, contracts are issued and registered through **MOHRE**, and the registered contract binds the parties. Use this template to prepare and negotiate terms, then enter them on the official platform. [1][2][3][4][5][6]

🔗 **Qiwa contract management:** <https://qiwa.sa/ar/service-overview/business-owners/manage-current-employees/contract-management>

🔗 **MOHRE employment contracts:** <https://www.mohre.gov.ae/en/services/issuancerenewal-of-employment-contracts-2022>

Qatar: written, attested by the competent department, in three copies. [7]

Bahrain: written, in Arabic, in two copies. [8]

Oman: written, in Arabic, approved by the competent authority. [9]

Employment contract

GCC base template with statutory schedules for Saudi Arabia and the UAE. A drafting and negotiation aid: the contract documented on the official platform is the binding one. Replace every [placeholder] and delete the options that don't apply.

1. Parties

This contract is made on [date] at [city] between: (1) [Employer name], [legal form], commercial registration no. [●], establishment/unified no. [●], address [●], represented by [name, capacity] (the "Employer"); and (2) [Employee name], nationality [●], ID/residence/passport no. [●], address [●], email [●] (the "Employee").

2. Position and place of work

The Employee is employed as [job title] in [department], at [work location]. For a non-Saudi in KSA, the title must match the occupation in the work permit. The Employee reports to [title].

3. Start date and term

The Employee starts on [date].

Option A (fixed term): this contract is for [●] months/years from the start date.

Option B (indefinite term): this contract is for an indefinite term.

4. Probation

Option: the Employee is on probation for [●] days from the start date. Either party may end the contract during probation in accordance with the applicable law.

5. Working hours and leave

Working hours, weekly rest, annual leave and public holidays are as follows: [●]. They may not be less favourable than the applicable law.

6. Wage and benefits

Basic monthly wage: [amount, currency]. Allowances: housing [●], transport [●], other [●]. The wage is paid monthly by bank transfer to the Employee's account.

7. Social insurance

The Employer registers the Employee with the competent social-insurance authority where the law requires it.

8. Duties of the parties

The Employee performs the work diligently, follows lawful instructions, and protects the Employer's property. The Employer provides the agreed work, pays the wage on time, and provides a safe workplace.

9. Confidentiality

During and after employment, the Employee shall not disclose the Employer's confidential information except as required by law.

10. Option – Non-compete

For [●] months after the contract ends, the Employee shall not compete with the Employer in [activity] within [area].

11. Termination and notice

Either party may end this contract in the cases set by the applicable law. Where notice is required, the notice period is [●] days, given in writing.

12. End-of-service benefit

On termination, the Employee is entitled to the end-of-service benefit under the applicable law.

13. Personal data

The Employer processes the Employee's personal data only for employment purposes and in line with the applicable data-protection law.

14. Governing law and disputes

This contract is governed by the laws of [country/emirate]. Disputes go to the competent authority and courts under that law.

15. Language and copies

This contract is made in Arabic and English. If they conflict, the Arabic text prevails. It is signed in [two/three] copies.

16. Documented contract

The parties shall document this contract on the official platform where required. If this document and the documented contract conflict, the documented contract prevails to the extent required by law.

17. Signatures

Employer: name [●] · title [●] · signature [●] · date [●]

Employee: name [●] · signature [●] · date [●]

Schedule A – Saudi Arabia

Labor Law (Royal Decree No. M/51 of 23/8/1426H), as amended up to Royal Decree No. M/44 of 8/2/1446H. [1]

Item	Rule
Form and documentation	The Ministry's unified model; documented on Qiwa (Arts. 51–52). [1][2]
Copies	Two copies, one for each party (Art. 51). [1]
Language	Arabic must be used; where a foreign language is also used, the Arabic text prevails (Art. 9). [1]
Non-Saudi employees	Written and fixed-term; one year from the actual start if no term is stated (Art. 37). [1]
Probation	Stated expressly with a clear duration; total no more than 180 days (Art. 53). [1][10]
Notice (indefinite contract, monthly wage)	At least 30 days from the worker and 60 days from the employer, in writing (Art. 75). [1]
Resignation	Deemed accepted after 30 days without a reply; the employer may defer acceptance by up to 60 days, with written reasons (Art. 79 bis). [1]
Non-compete / confidentiality	Written, limited in time, place and type of work, and no more than two years after the relationship ends (Art. 83). [1]
End-of-service award	Half a month's wage for each of the first five years, then one month's wage for each later year, on the last wage (Art. 84). On resignation: one third after 2–5 years, two thirds after 5–10 years, the full award after 10 years (Art. 85). [1]
Renewal	A contract with a renewal clause becomes indefinite after three consecutive renewals or four years, whichever is less (Art. 55). [1]

Schedule B – UAE

Federal Decree-Law No. 33 of 2021 regarding the regulation of employment relations, as amended. [4]

Item	Rule
Scope	The private sector. Federal and local government employees, the armed forces, police and security, and domestic workers are excluded (Art. 3). The DIFC and ADGM have their own employment regimes. [4][14][15][16]
Form	Written in two copies on the forms set by the Implementing Regulation (Cabinet Resolution No. 1 of 2022) and approved by MOHRE (Art. 8). The registered contract is binding. [4][5][6]
Term	Fixed-term, renewable (Art. 8). [4][11]
Probation	No more than six months; termination during probation requires written notice (Art. 9). [4][11]
Notice	At least 30 days and no more than 90 days (Art. 43). [4][12]
Non-compete	Limited in time, place and type of work; no more than two years after the contract ends (Art. 10). [4][11]
Gratuity (full-time)	21 days' basic wage for each of the first five years, then 30 days' basic wage for each later year; the total may not exceed two years' wage (Art. 51). [4][13]
Changes	Changes to the registered contract need MOHRE approval. Giving false information can lead to fines of up to AED 20,000. [6]

Other GCC countries

- **Qatar:** the contract must be written, attested by the competent department and made in three copies: one for each party and one deposited with the department (Labour Law No. 14 of 2004, Art. 38). [7]
- **Bahrain:** the contract must be written, in Arabic, in two copies, one for each party. A contract in another language must have an Arabic version attached (Law No. 36 of 2012, Art. 19). [8]
- **Oman:** the contract must be written, in Arabic, in two copies; a contract in another language needs an attached Arabic copy, and the contract is approved by the competent authority (Labour Law, Royal Decree No. 53 of 2023, Art. 33, as summarised by the Ministry of Labour). [9]

- **Kuwait:** the Private Sector Labour Law No. 6 of 2010 applies. [19] Check the current formalities with a Kuwaiti lawyer.

About this template

This is a template, not legal advice. It does not create a lawyer–client relationship. Court rules, regulator guidance and laws change; check the official sources linked and have the contract reviewed by qualified counsel in each relevant jurisdiction. Last reviewed: 17 October 2026. Have it reviewed by a lawyer licensed in your jurisdiction before use. Where an official form or platform is mandatory, it prevails.

How we prepared this template: we drafted it from the official legislation and government platforms listed under Sources, and checked each legal statement against the official text on the review date. Where an official form or platform exists, we link to it and you should use it. Laws change; check the sources before use and have the final text reviewed by a licensed lawyer.

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Sources

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