

In Saudi Arabia the worker's release is signed after the relationship ends, not during it.

Any release or settlement of the worker's rights while the contract is in force is void unless it is more beneficial to the worker. [1] Use this form after the relationship ends. It does not replace the [employment contract](#) or the [resignation letter](#). A commercial or civil dispute that is not an employment relationship uses the [settlement agreement](#). The UAE deadline for paying end-of-service sums was not verified, so this page does not state one.

🔗 **Labor Law:** <https://laws.boe.gov.sa/BoeLaws/Laws/LawDetails/08381293-6388-48e2-8ad2-a9a700f2aa94/1>

🔗 **UAE labour decree-law:** <https://uaelegislation.gov.ae/ar/legislations/1541>

Final settlement and release

A release between a worker and an employer after the relationship has ended, or between two companies or with a contractor if clause 11 is kept. In Saudi Arabia do not sign the worker's release while the contract is still in force. Replace every [bracket]. This is a starting point. Have it reviewed by a lawyer licensed in the relevant jurisdiction before you use it.

Clause 1: The parties

This release is made on [date] between [the employer], commercial registration [●], of [●] (the "Employer") and [the worker], identity / residence [●], of [●] (the "Worker").

Clause 2: The relationship and why it ended

The relationship began on [date] and ended on [date] because [expiry / resignation / termination by the employer / agreement].

Clause 3: Sums received

The Worker has received the sums in Annex 1: wage through the last day, leave pay, the end-of-service award, allowances and commission, and a return ticket if there is one.

Clause 4: Deductions

[Amount] is deducted for [a debt arising from the work]. The basis is [●]. A deduction without a basis is not made.

Clause 5: Receipt and how it was paid

The Worker acknowledges receipt of the net sum of [●] by [transfer to account ● / the wage-protection system] on [date].

Clause 6: Release

The Worker releases the Employer from claims arising out of this relationship up to the end date, once the Annex 1 sums are received. The release does not cover a right that cannot be waived.

Clause 7: Property and the service certificate

The Worker has returned: [●]. The Employer will issue a service certificate on request, at no charge.

Clause 8: What survives

Confidentiality continues for [●]. A non-compete, if the contract has one and it is written and limited: [survives / delete].

Clause 9: Governing law and forum

This release is governed by [the Saudi Labor Law / UAE Federal Decree-Law No. 33 of 2021 / ●]. A dispute goes to [●].

Clause 10: Signatures

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

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

Witness 1: [●] · **Witness 2:** [●]

Clause 11: Commercial version (delete this for a worker's release)

Between [company A], registration [●], and [company B or the contractor], registration [●]. Settled balance: [●]. Work handed over: [●]. Each party releases the other for this balance and this work, not for another contract.

Notes for Saudi Arabia

The Labor Law. The release is signed after the relationship ends. [1]

Point	Text
During the contract	Any release or settlement of the worker's rights while the contract is in force is void unless it is more beneficial to the worker (Article 8). [1]
Time	Rights are settled within one week at most, and within two weeks if the worker ended the contract (Article 88). [1]
Award	Half a month's wage for each of the first five years, and one month's wage for each year after (Article 84). [1]
Hearing the claim	The claim is not heard after twelve months from the end of the relationship (Article 222). [1]
Certificate	The service certificate is free on request (Article 64). [1]

Notes for the United Arab Emirates

Federal Decree-Law No. 33 of 2021. The deadline for paying sums after the relationship ends was not verified, so it is not stated. [2]

Point	Text
Award	A full-time foreign worker with one year or more, on basic wage: 21 days for each of the first five years and 30 days for each year after. A national is governed by the pensions legislation (Article 51). [2]
Dispute	Individual labour disputes are Article 54. [2]

Notes for a commercial release

Clause 11 only. Labour statutes in these countries were not checked here. [3][4]

Country	Text
Bahrain	A settlement is a contract that resolves a present or potential dispute (Civil Code, Article 496). [3]
Oman	A settlement resolves a present or potential dispute in a matter that may be settled (Article 504). [4]

Qatar and Kuwait

- Qatar: the Labour Law was not checked for this page. Do not copy a Saudi or UAE deadline or award formula.
- Kuwait: the private-sector labour law was not checked. Have the release read by a Kuwaiti lawyer.

Annex 1: The sums

Write the amount and its basis. The net is what clause 5 acknowledges.

Item	Amount	Basis
Wage through the last day	[●]	[●]
Leave pay	[●]	[●]
End-of-service award	[●]	[Article 84 / Article 51]
Allowances and commission	[●]	[●]
Return ticket, if any	[●]	[●]
Deductions and their basis	[●]	[●]
Net	[●]	

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Sources

- [1] Bureau of Experts, Labor Law (Royal Decree No. M/51 of 23/8/1426H), including the Royal Decree No. M/44 of 8/2/1446H note on the definition of resignation <https://laws.boe.gov.sa/BoeLaws/Laws/LawDetails/08381293-6388-48e2-8ad2-a9a700f2aa94/1>
- [2] UAE Legislation, Federal Decree-Law No. 33 of 2021 regulating labour relations, Articles 51 and 54 <https://uaelegislation.gov.ae/ar/legislations/1541>
- [3] Legislation and Legal Opinion Commission, Bahrain Civil Code, Decree-Law No. 19 of 2001 <https://www.lloc.gov.bh/Legislation/HTM/L1901>
- [4] Civil Transactions Law, Oman Royal Decree 29/2013 (text read on qanoon.om, a non-government mirror; the official listing is on mjla.gov.om) <https://qanoon.om/p/2013/rd2013029/>