

Document the official contract on Qiwa. In Saudi Arabia, employment contracts must follow the Ministry of Human Resources and Social Development **unified model** and be documented on **Qiwa**. [1][2][3] The Labor Law is Royal Decree No. M/51 of 23/8/1426H, as amended up to Royal Decree No. M/44 of 8/2/1446H. [1][6][4] A non-Saudi's contract must be written and fixed-term (Article 37). [1] This file is a checklist. It does not replace the documented contract.

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

🔗 **HRSD Labor Law (PDF):** <https://www.hrsd.gov.sa/sites/default/files/2025-11/labor-law.pdf>

🔗 **HRSD, documenting contracts on Qiwa:** <https://www.hrsd.gov.sa/media-center/news/1171584>

UAE: register the contract with MOHRE. Use the [UAE employment contract](#). [8][9]

Qatar, Bahrain, Kuwait, Oman: under review. No article number is stated.

Saudi employment contract

A private-sector checklist for Saudi Arabia: parties, job, term, wage, notice and the end-of-service award. The unified model documented on Qiwa is the binding contract. It is not a UAE MOHRE form. Replace every [placeholder].

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 [●] (the "Employee").

2. Position and place of work

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

3. Start date, term and probation

The Employee starts on [date].

Option A (fixed term): this contract is for [●] months/years from the start date. A non-Saudi's contract must be written and fixed-term; if no term is stated, the term is one year from the actual start (Article 37).

Option B (indefinite term): this contract is for an indefinite term. Do not use this option for a non-Saudi.

Option: the Employee is on probation for [●] days from the start date. The period must be stated expressly, and the total may not exceed 180 days.

4. Wage and benefits

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

5. 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.

6. Termination and notice

Either party may end this contract in the cases set by the Labor Law. On an indefinite contract, where notice is required: if the wage is monthly, the Employer gives at least sixty days' written notice and the Employee at least thirty days; if the wage is not monthly, either party gives at least thirty days (Article 75). A party who skips that period pays the other an amount equal to the Employee's wage for the notice period, unless they agree on more (Article 76).

7. End-of-service award

On termination, the Employee is entitled to the award under Article 84: half a month's last wage for each of the first five years, and one month's last wage for each later year. Fractions of a year count. The parties may agree to leave commissions, and percentages of the sale price, out of that base. Resignation fractions exist in the Labor Law: one third after two to five consecutive years, two thirds above five and under ten, and the full award at ten or more.

8. Official contract, language and signatures

The parties shall document this contract on Qiwa. If this document and the documented contract conflict, the documented contract prevails. Arabic and English, with Arabic prevailing (Article 9). Signed in two copies.

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

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

Saudi Arabia notes

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][6]

Item	What the text states
Form and documentation	The Ministry's unified model; documented on Qiwa (Articles 51–52). [1][2][3]
Language	Arabic must be used; where a foreign language is also used, the Arabic text prevails (Article 9). [1]
Non-Saudi employees	Written and fixed-term; one year from the actual start if no term is stated (Article 37). [1]
Probation	Stated expressly with a clear duration; total no more than 180 days. [1][4]
Notice (indefinite, monthly wage)	At least 60 days from the employer and 30 days from the worker, in writing (Article 75). If the wage is not monthly, 30 days either party. [1][5]
Skipped notice	Pay the worker's wage for the notice period, unless the parties agree on more (Article 76). [1][5]
End-of-service award	Half a month's last wage for each of the first five years, then one month; fractions count; commissions may be excluded by agreement (Article 84). Resignation fractions exist in the Law. [1][5]

UAE notes

The UAE scale is not this template. [8][9]

Item	What to do
Official contract	Register with MOHRE. Use the UAE employment contract . [9]
Notice and gratuity	Article 43 and Article 51 of Federal Decree-Law No. 33 of 2021. Do not paste the Saudi figures into a UAE contract. [8]

About this template

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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

- [1] HRSD, Labor Law (Royal Decree No. M/51 of 23/8/1426H), consolidated text with amendments up to Royal Decree No. M/44 of 8/2/1446H (PDF) <https://www.hrsd.gov.sa/sites/default/files/2025-11/labor-law.pdf>
- [2] Ministry of Human Resources and Social Development (HRSD), news release on documenting employment contracts through Qiwa <https://www.hrsd.gov.sa/media-center/news/1171584>
- [3] Qiwa, Contract management service for business owners <https://qiwa.sa/ar/service-overview/business-owners/manage-current-employees/contract-management>
- [4] HRSD, Summary of the amendments to the Labor Law, August 2024 (PDF, Arabic) <https://www.hrsd.gov.sa/sites/default/files/2024-08/%D9%85%D9%84%D8%AE%D8%B5%20%D8%A7%D9%84%D8%AA%D8%B9%D8%AF%D9%8A%D9%84%D8%A7%D8%AA%20%D8%A7%D9%84%D8%AA%D9%8A%20%D8%AA%D9%85%D8%AA%20%D8%B9%D9%84%D9%89%20%D9%86%D8%B8%D8%A7%D9%85%20%D8%A7%D9%84%D8%B9%D9%85%D9%84.pdf>
- [5] HRSD, Labor relations: consolidated Labor Law articles, including Articles 74, 75, 79 bis, 84 and 85 <https://www.hrsd.gov.sa/%D8%B9%D9%84%D8%A7%D9%82%D8%A7%D8%AA-%D8%A7%D9%84%D8%B9%D9%85%D9%84>
- [6] 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>
- [7] Umm Al-Qura, the amendments to the Labor Law, including the added definition of resignation and Article 79 bis (published 19/2/1446H) <https://www.uqn.gov.sa/details?p=25379>
- [8] MOHRE, Federal Decree-Law No. 33 of 2021 regarding the regulation of employment relations, with its amendments (PDF) <https://www.mohre.gov.ae/assets/download/dcafb8f4/Federal%20Decree-Law%20No.%2033%20of%202021%20Regarding%20the%20Regulation%20of%20Employment%20Relationship%20and%20its%20amendments.pdf.aspx>
- [9] Ministry of Human Resources and Emiratisation (MOHRE), Issuance and renewal of employment contracts service <https://www.mohre.gov.ae/en/services/issuancerenewal-of-employment-contracts-2022>