**Reporting Confirmation**

|  |  |
| --- | --- |
| Dear |  |

KFUPM is pleased to welcome you.

We want to thank you for completing our recruitment process. At every turn, you proved to us that you would add incredible value to our team.

Please have the below signed accordingly and send it back to us.

Thank you

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal Information** | **Joining Date (dd/mm/yyyy)** | | | | / / **202** | | |
| **Name** |  | | | **ID Number** |  | |
| **Job Title** |  | | | **Nationality** |  | |
| **Work Schedule** | 40 hours per week | **In Kingdom Arrival Date** |  | | **Gender** |  |
| **Signature** | | | | | | |
| **Date** |  | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Host Unit Information** | **Assigned Department/Center** | | | |
| **Department/Center** |  | | |
| **Department Head’s Name** |  | | |
| **Department’s Location** |  | **Department’s Secretary Extension #** |  |
| I hereby confirm that the above-mentioned employee joined on the date indicated above. | | | |
| **Signature** | | | |
| **Date** |  | | |

|  |  |  |
| --- | --- | --- |
| **SRACO KFUPM Contracts Department** | | |
| **SRACO**  **Representative** |  | **Acknowledged by: KFUPM Contract Department** |
| **Job Title** |  | **Director: Mr. Mansour Ibraheem Al-Marhoon** |
| **Signature** | | **Signature** |
| **Date** | | **Date** |

Please send this to SRACO within three working days of joining. Failure to do so may result in a salary delay.