

Official Translation from Persian Language

Ministry of Health and Medical Education
Human Resource Letter of Tenured Academic Staff

Employment No.:		National ID No.:	
1. Department:		2. Position No.:	
3. Geographical Location:		4. Research/ Academic Department:	
5. Surname:		6. Name:	
7. Father's Name:	8. Sex:	9. Place of Issue:	
10. Birth Certificate No.:	11. Last Academic Degree:	12. Veteran status in the employment decree:	
13. Date of Birth:	14. Birth Place:	15. Major:	
16. Workplace:	17. Marital Status:	Children:	
18. Rank:	19. Grade:	20. Position Title:	
HR Letter Title:		21. Salary, Benefits and Allowances: (IRR)	
HR Letter Description: This letter is issued pursuant to clause of Approval No. dated by the vice-president of the presidency in order to increase the salary coefficient in for academic staff of the universities and higher education institutes. By virtue of this HR Letter, your salary coefficient shall be changed from to by ; therefore, your salary shall increase as described herein. Obviously, the amount of increase stated herein shall be paid in case of credit supply upon applying legal deductions as per the regulations.		A- Base salary	
		B- Specific allowance	
		C- Deprivation from living facilities allowance	
		D- Retention allowance	
		E- Special allowance	
		F- Salary adjustment	
		Total	
22. The salary & allowances herein totally at IRR shall be payable after legal deductions by credits.			
HR Letter No.:		Issuance Date:	
Officer's Full Name: Dr. , Chancellor of the - Signed		Effective Date:	
Human Resource Department, Arak University of Medical Sciences- Sealed			
Copy: File No.:			

Certified to be a true translation from the original Persian text
Official English Language Translator to the Judiciary