**Employment Contract Template**

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are delighted to offer you the position of [Job Title] at [Your Company Name]. This employment contract outlines the terms and conditions of your employment with us. Please review this document carefully and indicate your acceptance by signing and returning it to us by [Date].

**1. Position and Duties:**

1.1. You will be employed as [Job Title] and will report to [Supervisor/Manager's Name].

1.2. Your primary duties and responsibilities include [brief description of responsibilities].

**2. Employment Status:**

2.1. This is a [Full-Time/Part-Time] position.

2.2. Your employment with [Your Company Name] is [permanent/temporary] and will commence on [Start Date].

**3. Compensation:**

3.1. Your annual salary will be [Amount] payable [monthly/bi-weekly] via [payment method].

3.2. You will be eligible for [additional benefits, if applicable, e.g., health insurance, retirement plans, etc.].

**4. Working Hours:**

4.1. Your regular working hours will be [start time] to [end time], [number] days per week.

4.2. Overtime may be required occasionally and will be compensated according to applicable labor laws.

**5. Vacation and Leave:**

5.1. You are entitled to [number] days of paid vacation per year.

5.2. [Other leave policies, e.g., sick leave, parental leave, etc., if applicable].

**6. Confidentiality and Non-Compete:**

6.1. During and after your employment with [Your Company Name], you agree not to disclose any confidential information or engage in activities that may be deemed a conflict of interest.

6.2. A separate confidentiality and non-compete agreement may be provided for your review and signature.

**7. Termination:**

7.1. Either party may terminate this employment contract with [notice period, e.g., two weeks] or in accordance with applicable labor laws.

**8. Governing Law:**

8.1. This employment contract is governed by the laws of [State].

**9. Entire Agreement:**

9.1. This employment contract constitutes the entire agreement between you and [Your Company Name] and supersedes any prior understandings or agreements, whether written or verbal.

Please sign and return a copy of this employment contract by [Date] to signify your acceptance.

We look forward to welcoming you to our team.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

**I, [Employee Name], hereby acknowledge receipt and acceptance of the terms outlined in this employment contract.**

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**