**EMPLOYMENT AGREEMENT**

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_,20\_\_\_\_\_\_, by and between [Your Financial Institution's Name], a [type of business entity (e.g., corporation, LLC)] located at [Your Financial Institution's Address], and [Employee Full Name], hereinafter referred to as "the Employee."

**1. POSITION AND DUTIES**

The Employee is employed in the capacity of [*Job Title*], and will perform duties as described in the attached Job Description, which includes [*Detailed Job Responsibilities*].

**2. DURATION**

This is a Permanent contract, commencing on [*Start Date*].

**3. COMPENSATION**

The Employee will receive a base salary of [*Salary Amount*], payable on a [*Payment Frequency*] basis. The Employee is entitled to [*List of Benefits*].

**4. WORKING HOURS**

The regular working hours are [*e.g., “9 am to 5 pm, Monday to Friday”*]. Overtime provisions are [*Details about Overtime*].

**5. TERMINATION**

Either party can terminate this contract by giving [*e.g., “one month”*] notice. Grounds for immediate termination include [*List Grounds*].

**6. CONFIDENTIALITY**

The Employee agrees not to disclose any confidential information pertaining to the Employer.

**7. NON-COMPETE**

Upon termination, the Employee will not work with a competitor or start a similar business for a duration of [*e.g., “one year”*].

**8. GOVERNING LAW**

This Contract is governed by the laws of [*Country/State*].

Both parties hereby agree to the terms set forth in this Contract.

Disclaimer: This policy template is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state, or federal laws and is not a legal document. Neither the author nor [*Your Financial Institution's Name*] will assume any legal liability that may arise from the use of this policy.

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[Your Financial Institution's Name] [Employee Full Name]

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_