EMPLOYMENT CONTRACT

Memorandum of Agreement entered at {{ Place }} on {{ dd\_mm\_yy }}

**BETWEEN**

{{ Employer }}, office registered at {{ Address\_1 }}, herein referred to as Employer, represented by {{ Sole\_Proprietor\_or\_Partner\_or\_Duly\_Authorized\_Member\_Of\_Staff\_or\_NA }}, {{ Mr\_or\_Ms }} {{ Employer\_Representative }}

AND

{{ Name\_of\_Employee }}, son/daughter/wife of {{ Name }} aged {{ Age }} years and residing at {{ Address\_2 }}, herein referred to as Employee.

Entering into an agreement for the purpose of the Employer appointing the Employee to work for them in the position of {{Position}}, subject to confirmation on the basis of the period of probation for which the parties are witness to the terms and conditions given below:

**TERMS AND CONDITIONS TO THE AGREEMENT**

1. That the relationship between the parties remain strictly as that of Employee and Employer, unless the same is agreed upon in a different agreement or letters or any correspondence between the parties.
2. The Employee would be posted as {{ a\_or\_the }} {{ Position }} in the company.
3. The Employee’s responsibilities include:

* {{ Responsibility\_1 }}
* Etc.

1. That the employee is contracted up to {{ Duration }}, subject to termination or extensions.
2. {In case of probationary period}, It is understood that the initial {{ Days\_1 }} days of the employment would be considered a probationary period during which the employer may terminate the Employee’s employment without notice or cause.
3. During the term of the agreement, the position of the employee may be changed on the basis of due acceptance by both the Employer and the Employee.
4. That the working hours of the Employee are {{ from\_time }} to {{ to\_time }} from {{ from\_day }} to {{ to\_day }}, subject to change depending on various conditions on the basis of due acceptance by both the Employee and Employer.
5. That the Employee agrees that in their working hours, they agree to devote their business time, excluding recesses, to the performance of the duties and obligations to the Employer.
6. With regards to compensation, the Employee shall receive an annual income of {{ Annual\_Income }} payable {{ daily\_or\_weekly\_or\_monthly\_or\_yearly }}, subject to raises or paid decreases on the basis of various factors.
7. The compensation shall be paid via {{ method\_of\_payment }}
8. The Employee shall provide medical insurance to the employee and their dependent family members.
9. {{ Option\_for\_additional\_clauses\_regarding\_compensation\_or\_insurance }}
10. That the Employee is entitled to {{ Days\_2 }} paid leave per year and,{{ Days\_3 }} sick leave, beyond which the same would be construed as unpaid leave.
11. In case of sickness, the Employee must produce a doctor’s note prescribing the number of days of rest required, for which sick leave would be extended.
12. In case of long-term absence from work owing to sickness or injury, the Employee will only be paid statutory sick pay.
13. That the Employee shall not engage in any other full-time employment or any sort of employment that would normally interfere with the work they are doing for the Employer during the duration of their employment at the company.
14. That in any cases the Employee wishes to engage in some sort of other employment or business activity that they believe will not interfere with the work they are doing for the Employer, then written consent has to be received for the same.
15. That the Employee is fully accepting of all the general rules, code of conduct, and other regulations.
16. That any case of sexual harassment allegations made against the employee in connection with their employment at the company will be treated with the utmost severity, and the employee shall be individually and wholly responsible for their own behavior to this extent.
17. The Employee must, to the fullest extent ensure that no sensitive information regarding the company, the company’s security, the company’s plans, the company’s trade secrets or any activities being conducted by the company be leaked on their end, this extends to every aspect of communication involved in by the Employee.
18. The Employee is not allowed to disclose any such confidential information to any person, firm, corporation, or anything outside that what is required in the course of their employment.
19. The Employee may terminate their agreement at any time by providing a {{ Duration }} {{ week\_or\_month }} notice.
20. The Employer may not terminate the employment of the Employee without just cause.
21. In case the Employer does terminate the employment of the Employee without just cause, the employee is entitled to severance as per the applicable act.
22. That as long as the employee is working under the course of their employment, ie within the scope of their duties mentioned in this contract, or by a superior officer through any means of communication, they cannot be held personally liable by any other parties.
23. That in any case of disputes arising between the parties in connection with this agreement, the same may be subject to {{ Name\_of\_State\_or\_District }} jurisdiction.
24. {Option to add more clauses}

In witness wherein, the parties have duly executed this agreement on the signing of the same on the date {{ dd\_mm\_yy\_1 }} in the presence of the following witnesses

{{ Employer }}

{{ Employer\_Representative }}

{{ Employer\_Representative\_Position }}

{{ Employer\_Representative\_Signature }}

{{ Name\_of\_Employee }}

{{ Employee\_Representative\_Signature }}

{{ Witness\_1\_Name }}

{{ Witness\_1\_Signature }}