

Employment Contract Template

This contract, dated on the ____ day of _____ in the year ____, is made between [COMPANY NAME] and [EMPLOYEE NAME] of [CITY, STATE].

This document constitutes an employment agreement between these two parties and is governed by the laws of [STATE OR DISTRICT].

WHEREAS the Employer desires to retain the services of the Employee, and the Employee desires to render such services, these terms and conditions are set forth.

IN CONSIDERATION of this mutual understanding, the parties agree to the following terms and conditions:

1. Employment

The Employee agrees that he or she will faithfully and to the best of their ability carry out the duties and responsibilities communicated to them by the Employer. The Employee shall comply with all company policies, rules and procedures at all times.

2. Position

As a [JOB TITLE], it is the duty of the Employee to perform all essential job functions and duties. From time to time, the Employer may also add other duties within the reasonable scope of the Employee's work.

3. Compensation

As compensation for the services provided, the Employee shall be paid a wage of \$_____ [PER HOUR/ PER ANNUM] and will be subject to a(n) [quarterly/annual] performance review. All payments shall be subject to mandatory employment deductions (i.e Mandatory Provident Fund).

4. Benefits

The Employee has the right to participate in any benefits plans offered by the Employer. The employer currently offers [LIST BENEFITS, IF ANY]. Access to these benefits will only be possible after the probationary period has passed.
Probationary

5. Period

It is understood that the first [TIME FRAME] of employment constitutes a probationary period. During this time, the Employee is not eligible for paid time off or other benefits. During this time, the Employer also exercises the right to terminate employment at any time without advance notice.