

Employment Contract Sample

EMPLOYMENT CONTRACT

This Employment Contract ("Contract") is entered into on this 15th day of January, 2024, between:

EMPLOYER: ABC Legal Services Limited P.O. Box 12345-00100 Nairobi, Kenya
Registration Number: C.123/2020

EMPLOYEE: John Doe ID Number: 12345678 P.O. Box 67890-00200 Nairobi, Kenya

TERMS AND CONDITIONS:

1. POSITION AND DUTIES The Employee is hereby employed as a Senior Legal Counsel and shall perform the following duties: -
Provide legal advice on corporate matters - Draft and review legal documents - Represent the company in legal proceedings -
Ensure compliance with Kenyan laws and regulations

2. COMMENCEMENT AND DURATION This contract shall commence on 1st February 2024 and shall be for an initial period of two (2) years, renewable by mutual agreement.

3. REMUNERATION The Employee shall receive: - Basic Salary: KSh 150,000 per month - House Allowance: KSh 30,000 per month - Transport Allowance: KSh 15,000 per month - Medical Insurance: Comprehensive cover for employee and family

4. WORKING HOURS Normal working hours shall be Monday to Friday, 8:00 AM to 5:00 PM, with one hour lunch break.

5. LEAVE ENTITLEMENT - Annual Leave: 21 working days per year - Sick Leave: As per Employment Act, 2007 -

Maternity/Paternity Leave: As per Employment Act, 2007

6. TERMINATION Either party may terminate this contract by giving thirty (30) days written notice or payment in lieu thereof.

7. CONFIDENTIALITY The Employee shall maintain strict confidentiality regarding all company information and client matters.

8. GOVERNING LAW This contract shall be governed by the laws of Kenya.

IN WITNESS WHEREOF, the parties have executed this contract on the date first written above.

EMPLOYER: EMPLOYEE:

Doe (Company Seal) _____ ABC Legal Services Limited John

Date: _____ Date: _____