**Add Your Company Logo/Name here**

**Add stock/company or document related Image here,**

*Once you add image, click on it got to “Picture format” and then from “Arrange” tab go to the “sent to back” and click sent to back option. Also make sure the wrap the image “behind text” is also checked. And manually position image.*

**www.yourwebsite.com**

**Email: you@yourwebsite.com**

**Phone: your\_phone\_number**

**Employee**

**Contract**

**Version:** [Insert Date]

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# Employee Contract

## How to Use This Handbook

* This employment contract serves as a foundational agreement for your business, ensuring mutual understanding and compliance with employment standards. Employers are encouraged to:
* Review and customize the terms to reflect the specific needs of their organization.
* Use this document in conjunction with a comprehensive workplace handbook to cover all aspects of the employment relationship.
* Seek professional advice if modifications or additional clauses are needed to address unique business requirements.

By using ProSupport HR Partners’ expertly crafted employment contracts, you can safeguard your business, promote transparency, and ensure compliance with legal requirements.

***Disclaimer:*** *This template is thoughtfully designed to provide small business owners with a robust foundation for employment agreements. However, it is not a substitute for professional legal advice. While ProSupport HR Partners has made every effort to ensure this document is accurate and comprehensive, its use is at the user’s discretion. We encourage users to consult a legal professional to adapt the document to their specific needs and ensure compliance with applicable laws. We remain committed to supporting your business success and are available for any additional guidance you may need.*

# Employment Contract

This Employment Contract (“Contract”) is a legal instrument that defines the terms and conditions of employment between (“Employer”) and (“Employee”). It outlines entitlements, obligations, and restrictions for both parties, serving as a safeguard for the rights and expectations of employees while ensuring compliance and protecting the interests of the Employer.

At ProSupport HR Partners, our employment contracts are thoughtfully designed to establish clear, fair, and legally compliant terms. These contracts help mitigate liability and protect your business by including well-drafted clauses that address key areas such as:

1. **Flexibility and Adjustments to Employment Terms:** Clear provisions for changes to the employee’s contract in areas such as compensation, job responsibilities, employment role, and location of work.
2. **Termination of Employment:** Comprehensive termination clauses that outline the process and conditions under which the employment relationship may end. These clauses provide clarity for both parties while effectively limiting legal liability for the Employer.
3. **Non-Solicitation:** Restrictions to prevent employees from soliciting the Employer’s staff or clients during and after the term of their employment.
4. **Confidentiality:** Robust confidentiality clauses to protect the Employer’s proprietary information and trade secrets from unauthorized disclosure or use.
5. **Workplace Policies and Agreements:** A clear reference to the Employer’s workplace handbook and policies, ensuring that employees acknowledge and agree to adhere to company guidelines and expectations.

**[Insert Company Logo]**

# Employment Contract

This Employment Contract (“Contract”) is made and entered into as of [DATE] by and between [EMPLOYER’S NAME], a company organized and existing under the laws of [PROVINCE/COUNTRY], with its principal place of business at [ADDRESS] (“Employer”), and [EMPLOYEE’S NAME], residing at [ADDRESS] (“Employee”).

## Position and Duties

* 1. **Position:** Employer hereby employs Employee as [POSITION TITLE].
  2. **Duties:** Employee shall perform the duties and responsibilities set forth in the job description attached as Schedule A and such other duties as assigned by Employer from time to time.

## Term of Employment

* 1. **Commencement Date:** Employee’s employment shall commence on [START DATE].
  2. **At-Will Employment:** This is an at-will employment agreement, and either party may terminate this Contract at any time, with or without cause, subject to applicable laws and the provisions set forth in Section 8.

## Compensation

* 1. **Base Salary**: Employer shall pay Employee an annual base salary of [AMOUNT] payable in accordance with the Employer’s standard payroll schedule.
  2. **Benefits:** Employee shall be entitled to participate in Employer’s benefits plans, as outlined in Schedule B, subject to eligibility and the terms of those plans.
  3. **Bonuses**: Employee may be eligible for performance-based bonuses as determined by Employer.
  4. T**axes:** All compensation shall be subject to applicable deductions and withholdings required by law.

## Working Hours

* 1. **Schedule:** Employee shall work [HOURS] hours per week, from [START TIME] to [END TIME], subject to applicable breaks and overtime provisions under law.
  2. **Overtime:** Any overtime work must be pre-approved by the Employer and will be compensated in accordance with applicable law.

## Confidentiality and Non-Disclosure

* 1. Employee acknowledges that, during the course of employment, they may have access to confidential information. Employee agrees to maintain the confidentiality of all proprietary and non-public information and not to disclose such information to any third party without Employer’s prior written consent.
  2. This obligation shall survive the termination of this Contract.

## Non-Competition and Non-Solicitation

* 1. **Non-Competition**: For a period of [DURATION] after termination, Employee shall not engage in any business that directly competes with Employer’s business within [GEOGRAPHICAL LIMITATION].
  2. **Non-Solicitation:** Employee shall not solicit Employer’s clients, employees, or contractors for a period of [DURATION] following termination of employment.

## Termination

* 1. **Termination by Employer:** Employer may terminate this Contract with or without cause by providing [NOTICE PERIOD] written notice or payment in lieu of notice.
  2. **Termination by Employee:** Employee may terminate this Contract by providing [NOTICE PERIOD] written notice.
  3. **Termination for Cause:** Employer may terminate Employee immediately for cause, including but not limited to gross misconduct, breach of this Contract, or violation of company policies.

## Return of Property

* 1. Upon termination of employment, Employee shall return all Employer property, including but not limited to documents, devices, and access credentials.

## Governing Law

* 1. This Contract shall be governed by and construed in accordance with the laws of [PROVINCE/COUNTRY].

## Entire Agreement

* 1. This Contract constitutes the entire agreement between the parties and supersedes all prior agreements or understandings. Any amendments to this Contract must be in writing and signed by both parties.

## Severability

* 1. If any provision of this Contract is found to be unenforceable, the remaining provisions shall remain in full force and effect.

## Signatures

IN WITNESS WHEREOF, the parties have executed this Contract as of the date first written above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employer: [EMPLOYER’S NAME]**

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee: [EMPLOYEE’S NAME]**

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

**Please delete the last page once you are done.**

****



**Contact Us:**

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