

ATTENDANCE TESTA

P.O BOX 7750, Dar es Salaam, TANZANIA

Phone: (+255 22) 211 123 4567

CONTRACT OF EMPLOYMENT

This Contract of Employment (â€œAgreementâ€•) is made on this ____ day of _____, 20, between:

Employer: _____ WAJIHI RAMADHANI _____ Address:

_____ CHAMAZI DOVYA _____ Contact:

_____ 0796555666 _____

AND

Employee: _____ WAJIHI RAMADHANI _____ Address:

_____ WAJIHI RAMADHANI _____ ID/Passport No.:

_____ Position:

1. COMMENCEMENT

The Employeeâ€™s employment shall commence on ____ / ____ / 20____ and shall continue unless terminated in accordance with this Agreement. 2. JOB TITLE & DUTIES

The Employee is employed as a _____ and agrees to perform all duties assigned by the Employer, including but not limited to:

The Employer may reasonably amend the Employeeâ€™s duties as necessary. 3. PLACE OF WORK

The Employee shall perform duties at: _____, or any

other location reasonably assigned by the Employer. 4. WORKING HOURS

The Employee shall work ____ hours per day, ____ days per week, typically from ____ to ____.

5. SALARY & BENEFITS

The Employee shall receive:

Basic Salary: _____ per month.

Housing Allowance (if applicable): _____.

Transport Allowance: _____.

Other Benefits: _____.

Salary shall be paid on the ____ day of each month. 6. PROBATION PERIOD

A probation period of ____ months applies from the start date. During this period, either party may terminate employment with ____ daysâ€™ notice. 7. ANNUAL LEAVE

The Employee is entitled to ____ days of paid leave per year. 8. SICK LEAVE

The Employee is entitled to sick leave as per company policy and applicable laws. 9. ABSENTEEISM

Unapproved absence will be treated as unpaid leave or misconduct as per company policy. 10.

CONFIDENTIALITY

The Employee shall not disclose any confidential company information during or after employment. 11.

TERMINATION

Either party may terminate this Agreement by giving ____ daysâ€™ written notice, or salary in lieu of notice.

Grounds for immediate termination include gross misconduct, fraud, or violation of company policy. 12.

RETURN OF COMPANY PROPERTY

Upon termination, the Employee must return all company property including keys, ID cards, laptops, documents, etc. 13. GOVERNING LAW

This Agreement is governed by the laws of ____.

14. SIGNATURES

Employer: Name: _____ Signature:

_____ Date: ____ / ____ / 20____

Employee: Name: _____ Signature:

_____ Date: ____ / ____ / 20____

(Please sign above and upload the signed copy to the HR portal)