

Employment contract template

This Employment Contract ("Contract") is entered into as of [Date], by and between [Organization Name], herein referred to as the "Employer," and [Employee Name], herein referred to as the "Employee."

- 1. Position and duties:** The Employee is hired as [Job Title]. The duties and responsibilities will include [Detailed Job Responsibilities].
- 2. Duration:** This is a [Type of Contract, e.g., "Permanent"] contract, commencing on [Start Date].
- 3. Compensation:** The Employee will receive a salary of [Amount] payable [e.g., "monthly"]. Additional benefits will include [List Benefits].
- 4. Working hours:** The regular working hours are [e.g., "9 am to 5 pm, Monday to Friday"]. Overtime provisions are [Details about Overtime].
- 5. Termination:** Either party can terminate this contract by giving [e.g., "one month"] notice. Grounds for immediate termination include [List Grounds].
- 6. Confidentiality:** The Employee agrees not to disclose any confidential information pertaining to the Employer.
- 7. Non-compete:** Upon termination, the Employee will not work with a competitor or start a similar business for a duration of [e.g., "one year"].
- 8. Governing law:** This Contract is governed by the laws of [Country/State].

Both parties hereby agree to the terms set forth in this Contract.

Employer's signature & date employee's signature & date.

***Disclaimer:** This policy template is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state or federal laws and is not a legal document. Neither the author nor MaxHR will assume any legal liability that may arise from the use of this policy.*