Employment Contract Agreement

An employment agreement setting out role, compensation and workplace terms

Agreement date: _____ **Effective date:** _____

This is a general employment form. Employment standards, worker classification, leave, working time, termination, restrictive covenants, and mandatory notices vary substantially by jurisdiction. Adapt it with qualified HR or legal advice.

1. PARTIES

Employer legal name and entity type: _____
Employer address and authorized representative:
_____

Employee full legal name: _____
Employee address and contact: _____

2. KEY DETAILS

Job title and department: _____

Work location / remote arrangement: _____

Employment type (permanent / fixed-term / part-time): _____

Start date and probation (if lawful): _____

Salary / wage, currency and pay frequency: _____

Normal working hours and days: _____

Reporting manager: _____

3. APPOINTMENT AND STATUS

The Employer appoints the Employee to the role stated above, and the Employee accepts the appointment subject to this Agreement and applicable employment law. Employment begins on the start date stated above.

Employment status, fixed-term end date if applicable, probation arrangements, and any conditions precedent are: _____. Nothing in this Agreement changes the Employee's statutory status or rights.

4. DUTIES AND PERFORMANCE

The Employee will perform the duties reasonably associated with the role, including: _____. A job description or performance objectives may be attached.

The Employee will act in good faith, follow lawful and reasonable instructions, protect the Employer's property and reputation, and promptly disclose any material conflict of interest. Performance reviews and reporting arrangements: _____.

5. WORK LOCATION AND HOURS

The normal work location and schedule are stated above. Breaks, overtime, shift patterns, travel, remote work, and time recording arrangements are: _____.

Any change to work location or hours will be made in accordance with this Agreement, consultation requirements, and applicable law.

6. COMPENSATION AND DEDUCTIONS

The Employer will pay the salary or wage stated above, subject to lawful payroll deductions and required tax or social contributions. Pay dates, bank details process, bonus, commission, allowances, and review arrangements are: _____.

Overtime eligibility, rates, approval process, and expense reimbursement are: _____. No deduction will be made unless authorized by law or valid written consent where required.

7. BENEFITS, LEAVE AND HOLIDAYS

The Employee will receive statutory leave and holidays and any additional benefits described here: _____. Eligibility, accrual, carryover, approval, and payment on termination will follow applicable law and the relevant benefit policy.

Retirement, health, insurance, meal, transport, and other benefits, if offered: _____. The Employer may amend discretionary benefits subject to applicable law and any plan terms.

8. POLICIES, CONDUCT AND HEALTH AND SAFETY

The Employee will comply with lawful workplace policies provided by the Employer, including conduct, attendance, safety, information security, anti-harassment, equal opportunity, and acceptable-use rules.

The Employer will provide a workplace and equipment that meet applicable health and safety duties. The Employee will report workplace hazards, incidents, and work-related injuries promptly.

9. CONFIDENTIALITY AND INTELLECTUAL PROPERTY

During and after employment, the Employee will not improperly use or disclose the Employer's confidential business, customer, financial, technical, or operational information. This does not restrict disclosures protected by law or the reporting of unlawful conduct to an appropriate authority.

Ownership and assignment of work product, inventions, software, designs, documents, and other intellectual property created in the course of employment will be governed by applicable law and the specific terms here: _____.

10. CONFLICTS, OUTSIDE WORK AND PROPERTY

The Employee will disclose actual or potential conflicts of interest and will not use Employer resources for unauthorized purposes. Outside employment or business activity restrictions, if any, are: _____, subject to applicable law.

On request or termination, the Employee will return Employer property, credentials, records, devices, keys, and confidential materials, subject to lawful rights to retain personal records.

11. DISCIPLINE, GRIEVANCES AND TERMINATION

Disciplinary, grievance, investigation, and appeal procedures are set out in: _____. The Employer will follow applicable procedural and statutory requirements.

Notice periods, payment in lieu where lawful, fixed-term expiry, redundancy, resignation, and final pay arrangements are: _____. Nothing in this Agreement removes mandatory employee protections or creates an unlawful waiver of statutory rights.

12. GENERAL TERMS AND GOVERNING LAW

This Agreement and referenced policies form the employment terms, subject to mandatory law and any collective agreement that applies. Amendments must be documented in writing and communicated to the Employee.

Governing law and relevant work jurisdiction: _____. If any provision is unenforceable, it will be limited to the extent permitted and the remaining terms will continue.

SIGNATURES

By signing below, each party confirms that they have read this Agreement, understand its terms, and agree to be bound by it to the extent permitted by applicable law.

PARTY 1	PARTY 2
Name: _____	Name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____
Witness (if required): _____	Witness (if required): _____
Signature: _____	Signature: _____

Template notice: This sample is provided for general informational use. It is not legal advice and has not been reviewed for the laws of your jurisdiction. Laws and mandatory terms vary by location and transaction. Have a qualified local lawyer review and adapt it before use, especially for regulated, high-value, employment, lending, property, or construction matters.