

Employment Statement Template

Use this **employment statement template** to clearly outline the terms and conditions of employment, including the probation period details. It ensures both employer and employee understand their obligations and expectations during the initial phase of employment. This template promotes transparency and helps establish a professional working relationship from the start.

1. Position Details

Employee Name: _____

Job Title: _____

Department: _____

Start Date: _____

Reporting To: _____

2. Terms of Employment

- **Employment Type:** (Full-time / Part-time / Temporary / Fixed-term / Permanent)
- **Work Hours:** _____
- **Salary:** _____
- **Benefits:** _____

3. Probation Period

The first ____ **months** of employment will be considered a probation period.

During this time:

- Performance and suitability for the role will be reviewed.
- Either party can terminate the employment with ____ **days' notice** without reason.
- At the end of the probation period, employment will be confirmed in writing or extended if required.

4. Duties and Responsibilities

The employee's main duties and responsibilities include:

5. Notice Period

After successful completion of the probation period, the notice period for termination by either party will be ____ **weeks/months**.

6. Confidentiality

The employee agrees to uphold the confidentiality of all proprietary company information both during and after employment.

7. Acceptance

I, _____, hereby accept the terms and conditions outlined above.

Employee Signature: _____

Date: _____

Employer Signature: _____

Date: _____