

Employment Statement Template For Part-Time Employees

This **employment statement template** is designed specifically for part-time employees, providing a clear and concise outline of job roles, hours, and conditions. It ensures both employer and employee understand the terms of part-time employment, promoting transparency and legal compliance. Ideal for businesses seeking standardized documentation for their part-time workforce.

1. Employer and Employee Details

Employer Name	_____
Employer Address	_____
Employee Name	_____
Employee Address	_____

2. Job Title and Description

Job Title: _____

Brief Description of Duties:

3. Working Hours

Day	Start Time	End Time
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____
Saturday	_____	_____
Sunday	_____	_____

4. Salary and Payment

Hourly Rate: \$ _____
Pay Frequency: (e.g., weekly, bi-weekly, monthly) _____
Method of Payment: _____

5. Employment Start Date & Duration

Employment Start Date: _____
Employment End Date (if applicable): _____

6. Benefits & Entitlements

- Holiday Entitlement: _____
- Sick Leave: _____

- Other Benefits: _____

7. Notice Period

Notice required for termination (by either party): _____

8. Additional Terms & Conditions

Signatures

Employer Signature	_____ Date: _____
Employee Signature	_____ Date: _____