

Part-Time Employee Agreement Form

This **part-time employee agreement form** sample document provides a clear and concise template outlining the terms and conditions of part-time employment. It helps both employers and employees understand their rights, duties, and obligations. Using this form ensures a formal, legally binding agreement that promotes transparency and accountability.

1. Employer & Employee Details

Employer Name	
Employer Address	
Employee Name	
Employee Address	
Position Title	
Department	

2. Employment Terms

Start Date	
End Date (if applicable)	
Working Hours	
Work Schedule (days & times)	

3. Compensation

Hourly Rate / Salary	
Payment Frequency	

4. Duties & Responsibilities

Brief description of job duties:

5. Additional Terms

- Both parties agree to comply with all company policies and procedures.
- Either party may terminate this agreement with proper notice as indicated below.
- Any changes to this agreement must be made in writing and signed by both parties.

6. Notice Period

Employee Notice Requirement	
Employer Notice Requirement	

7. Signatures

Employer Signature	
Date	
Employee Signature	
Date	

This document is a sample template provided for informational purposes only and does not constitute legal advice.