

# 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:*

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## 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

<b>Employer Signature</b>	
<b>Date</b>	
<b>Employee Signature</b>	
<b>Date</b>	

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