

# Simple Employment Contract Form

This **simple employment contract form** sample is designed specifically for small businesses to outline the essential terms and conditions of employment clearly and concisely. It helps protect both the employer and employee by setting expectations and legal obligations upfront. Ideal for startups and growing companies, this contract ensures a smooth hiring process with minimal complexity.

## 1. Parties

This Employment Contract ("Contract") is made between:

**Employer Name:** .....

**Business Address:** .....

**Employee Name:** .....

**Address:** .....

## 2. Position & Duties

**Job Title:** .....

**Department:** .....

**Start Date:** .....

**Job Description:** (Brief summary of responsibilities)

## 3. Compensation

Salary/Hourly Rate	Pay Period
\$ .....	(e.g., Weekly, Bi-weekly, Monthly)

### Other Benefits (if applicable):

(e.g., health insurance, paid time off, bonuses)

## 4. Working Hours

**Normal Working Hours:** .....

## 5. Probation Period

**Probation Period (if any):** (e.g., 3 months)

## 6. Termination

Either party may terminate this contract with \_\_\_\_\_ notice. The employer reserves the right to terminate employment without notice for cause.

## 7. Confidentiality & Company Policies

The employee agrees to maintain confidentiality concerning all business matters and adhere to company policies and procedures.

## 8. Signatures

Employer Signature	Date	Employee Signature	Date

Note: This is a basic sample and does not substitute for legal advice. Please consult with a legal professional for customized contracts.