

Employee Loan Contract Form Sample

This **employee loan contract form sample** outlines clear repayment terms to ensure transparency and mutual agreement between the employer and employee. It details the loan amount, interest rate, repayment schedule, and conditions for default. Using this form helps maintain financial accountability and protect both parties' interests.

Employer Information

Company Name:

Address:

Employee Information

Employee Name:

Employee ID:

Department:

Loan Details

Loan Amount:

Interest Rate (% per annum):

Loan Start Date:

Repayment Terms

Installment No.	Due Date	Amount
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>

Repayment Method:

Default & Early Repayment

In the event of default or failure to repay as per schedule, the outstanding balance becomes immediately due. In case of employment termination, the entire outstanding amount shall be deducted from any final payments owed to the employee. Early repayment is allowed without penalty.

Signatures

Employee Signature:	<input type="text"/>
Date:	<input type="text"/>
Employer Representative:	<input type="text"/>
Date:	<input type="text"/>