

Memorandum of Agreement

This **Memorandum of Agreement** ("Agreement") is made and entered into on this _____ day of _____, 20____, by and between:

Employer: _____
Address: _____

Employee: _____
Address: _____

1. Position and Duties

The Employee agrees to serve as _____ and will perform all duties as prescribed by the Employer, including but not limited to: _____.

2. Term of Employment

The Agreement shall commence on _____ and will continue until terminated by either party in accordance with this Agreement.

3. Compensation

The Employee shall receive a salary of _____ (currency and amount) payable weekly/monthly as agreed upon.

4. Working Hours

Working hours shall be from _____ am/pm to _____ am/pm, _____ days a week.

5. Confidentiality

The Employee agrees to maintain confidentiality regarding all information pertaining to the operations and affairs of the Employer.

6. Termination

Either party may terminate this Agreement upon written notice of _____ days/weeks.

7. Miscellaneous

Any amendments to this Agreement must be made in writing and signed by both parties. This Agreement constitutes the entire understanding between the Employer and Employee.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Agreement on the date first written above.

Employer:

Signature: _____

Name: _____
Date: _____

Employee:

Signature: _____

Name: _____
Date: _____

*This **Memorandum of Agreement** form sample outlines the terms and conditions mutually agreed upon by an employer and employee, ensuring clarity and legal protection for both parties. It serves as a formal document detailing roles, responsibilities, and expectations to foster a transparent working relationship. Using this template helps streamline negotiations and maintain professional integrity throughout employment.*