

Employee Agreement Form

This **employee agreement form sample** is designed to streamline the onboarding process for new hires, clearly outlining roles, responsibilities, and company policies. It ensures both parties understand and agree to essential terms before commencing employment. Using this simple yet effective form helps establish a transparent and professional working relationship from the start.

1. Employee Information

Full Name:	
Address:	
Phone:	
Email:	
Position Title:	
Start Date:	

2. Job Responsibilities

The employee agrees to perform the duties and responsibilities as outlined in their job description and as assigned by their supervisor. These may include, but are not limited to:

- Main duties as defined in the job offer
- Reporting to the assigned supervisor
- Adhering to company procedures and policies

3. Terms of Employment

Type of Employment:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary
Salary / Hourly Rate:	
Working Hours:	
Probation Period (if any):	

4. Company Policies

The employee agrees to comply with all company policies, standards, and procedures, including those regarding confidentiality, attendance, and workplace conduct.

5. Confidentiality & Non-Disclosure

The employee acknowledges their obligation not to disclose any confidential information belonging to the company both during and after their period of employment.

6. Acceptance of Offer

By signing below, both parties agree to the terms outlined above and confirm their understanding of the information provided in this agreement.

Employee Name	_____	Date	_____
Employee Signature	_____		
Employer/Manager Name	_____	Date	_____
Employer/Manager Signature	_____		