

Employment Agreement Form Sample

Review our **employment agreement form sample** to understand the essential terms and conditions, including detailed salary information. This template ensures clarity and compliance for both employers and employees. Use it to create a transparent and professional employment contract.

1. Parties

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

Employer: [Employer Name/Company]

Address: [Company Address]

Employee: [Employee Name]

Address: [Employee Address]

Date: [Agreement Date]

2. Position & Duties

Job Title: [Job Title]

Department: [Department]

Reporting To: [Supervisor/Manager Name]

Job Description: [Brief summary of key roles and duties]

3. Compensation and Salary Details

Base Salary	[Amount]
Pay Frequency	[Monthly/Weekly/Bi-weekly]
Bonus/Incentives	[Details if applicable]
Overtime Pay	[Rate/Eligibility]
Allowances	[Housing, Transport, etc.-if any]
Deductions	[Tax, Provident Fund, etc.-if applicable]

4. Working Hours

Regular Working Hours: [e.g., 9:00 AM – 6:00 PM, Monday to Friday]

Lunch/Break Time: [Duration]

5. Leave Entitlements

- **Annual Leave:** [Number] days per year
- **Sick Leave:** [Number] days per year
- **Other Leave:** [Maternity/Paternity/Other]

6. Confidentiality & Non-Disclosure

The Employee agrees to maintain confidentiality about all company information, records, and trade secrets both during and after employment.

7. Termination

Notice Period: [Number] weeks/months

Grounds for Termination: [Specify grounds, e.g., misconduct, redundancy, performance]

8. Acceptance and Signature

Both parties confirm that they have read and understood this Agreement and accept the terms and conditions stated above.

Employer Signature	Date
Employee Signature	Date