

# 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

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

<b>Employer Signature</b>	<b>Date</b>
<b>Employee Signature</b>	<b>Date</b>