

Employee Contract Form Sample

This **employee contract form sample** provides a comprehensive template that includes a confidentiality clause to protect sensitive company information. It ensures both employer and employee understand their rights and obligations clearly. Use this form to formalize employment agreements while safeguarding business secrets.

1. Parties

Employer	_____
Address	_____
Employee	_____
Address	_____

2. Position and Duties

The Employee agrees to serve in the position of:

_____ and perform all duties customarily associated with this position to the best of their abilities, and comply with all company policies.

3. Term of Employment

Start Date: _____

☐ Indefinite Employment ☐ Fixed Term until: _____

4. Compensation

Salary / Wage	_____
Pay Schedule	<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly
Other Benefits	_____

5. Confidentiality Clause

The Employee agrees that during and after their employment, they will not disclose or use any confidential or proprietary information belonging to the Employer for their own benefit or for any third party, except as required in the normal course of their employment. Confidential information includes, but is not limited to, business strategies, customer lists, financial information, trade secrets, and any other information designated as confidential by the Employer.

Upon termination of employment, the Employee shall return all documents and materials containing any confidential information.

6. Termination

Employment may be terminated by either party with written notice of _____ days/weeks, or immediately for just cause as defined by company policy or law.

7. General Provisions

- This Agreement constitutes the entire agreement between the parties.
- Any amendments must be made in writing and signed by both parties.
- This contract shall be governed by the laws of _____.

Employer Signature & Date _____

Employee Signature & Date