

Employee Contract Form

Instructions: Please complete this form accurately. This **employee contract form** is intended as a comprehensive template for new hires, clearly outlining the terms and conditions of employment. Both employer and employee should review and sign to ensure mutual understanding of rights and responsibilities. Utilizing this form helps foster a transparent and professional working relationship.

1. Employee Information

Full Name:

Address:

Phone Number:

Email Address:

2. Employer Information

Company Name:

Company Address:

Supervisor/Manager:

3. Position & Employment Details

Job Title:

Department:

Employment Type:

Full Time

Start Date:

Salary/Hourly Rate:

4. Terms & Conditions of Employment

- Probationary period: months
- Work hours: per week
- Benefits:
- Notice period for termination: weeks

5. Mutual Agreement

By signing below, both parties agree to the terms outlined in this contract and confirm that they understand their respective rights and obligations as outlined above.

Employee Signature: _____ Date: _____

Employer Representative
Signature: _____ Date: _____

Submit Contract