**Employment contract template**

**Free employment contract template**

*This Employment Agreement (“Agreement”) is made effective as of [START DATE], by and between:*

**EMPLOYER:** [COMPANY NAME], a company incorporated under the laws of [JURISDICTION], with its principal place of business at [COMPANY ADDRESS] (the “Company”).

**EMPLOYEE:** [EMPLOYEE NAME], residing at [EMPLOYEE ADDRESS] (the “Employee”).

1. POSITION AND DUTIES

**1.1 Position:** The Company employs the Employee as [JOB TITLE] in the [DEPARTMENT] department.  
**1.2 Reporting line:** The Employee will report directly to [SUPERVISOR NAME/TITLE].  
**1.3 Duties:** The Employee’s primary responsibilities include: [LIST KEY RESPONSIBILITIES]. The Company may reasonably amend duties as required to meet operational needs.  
**1.4 Work location:** The Employee’s primary work location is [SPECIFY OFFICE/REMOTE/HYBRID]. The Company may require occasional travel to other locations as necessary.  
**1.5 Hours of work:** Standard working hours are [HOURS/DAYS PER WEEK], excluding breaks. Overtime may apply in accordance with [JURISDICTION] labor laws.

2. COMPENSATION AND BENEFITS

**2.1 Salary:** The Company will pay the Employee a salary of [AMOUNT] per [YEAR/MONTH/WEEK], payable [WEEKLY/BI-WEEKLY/MONTHLY] on [PAY DATE].  
**2.2 Benefits:** The Employee is entitled to participate in Company-provided benefits programs, including [HEALTH INSURANCE, RETIREMENT PLANS, PAID TIME OFF, ETC.], subject to eligibility requirements and plan terms.  
**2.3 Bonuses and incentives:** [IF APPLICABLE] The Employee may participate in the Company’s bonus program, with eligibility and payout determined by [PERFORMANCE METRICS/COMPANY POLICY].  
**2.4 Expenses:** The Company will reimburse reasonable and approved business expenses incurred in performing duties, in line with Company policy.

3. TERM AND TERMINATION

**3.1 Start date:** Employment begins on [START DATE].  
**3.2 Probationary period:** The first [NUMBER] months constitute a probationary period. During this time, either party may terminate the Agreement with [NOTICE PERIOD] written notice.  
**3.3 Notice period:** After probation, either party may terminate employment by providing [NOTICE PERIOD] written notice, subject to applicable labor laws.  
**3.4 Termination for cause:** The Company may terminate employment immediately for cause, including but not limited to: serious misconduct, breach of confidentiality, or failure to perform duties as outlined.

4. CONFIDENTIALITY, NON-COMPETE, AND NON-SOLICITATION

**4.1 Confidentiality:** The Employee agrees to keep confidential all proprietary and sensitive information obtained during employment, both during and after the employment period.  
**4.2 Non-compete:** For [TIME PERIOD] after employment ends, the Employee shall not engage in activities that directly compete with the Company’s business within [GEOGRAPHIC AREA], subject to local legal enforceability.  
**4.3 Non-solicitation:** For [TIME PERIOD] after employment ends, the Employee shall not solicit the Company’s clients or co-workers for competing business.

5. INTELLECTUAL PROPERTY

**5.1 Ownership of work product:** Any intellectual property, inventions, or materials created by the Employee in connection with their role shall remain the exclusive property of the Company.

6. LEAVE AND TIME OFF

**6.1 Annual leave:** The Employee is entitled to [NUMBER] days of paid annual leave per year, accrued in accordance with Company policy and [JURISDICTION] labor laws.  
**6.2 Sick leave and other leave:** The Employee may take sick leave and other statutory leave as provided under [JURISDICTION] laws.

7. GENERAL PROVISIONS

**7.1 Entire agreement:** This Agreement represents the entire understanding between the parties and supersedes all prior agreements.  
**7.2 Governing law:** This Agreement is governed by and construed in accordance with the laws of [JURISDICTION].  
**7.3 Amendments:** Any amendments must be in writing and signed by both parties.  
**7.4 Dispute resolution:** Any disputes arising from this Agreement shall be resolved by [MEDIATION/ARBITRATION] before seeking legal action, where permitted by law.

SIGNATURES

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_  
[COMPANY REPRESENTATIVE NAME AND TITLE]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_  
[EMPLOYEE NAME]

We developed this template with best practices in mind. However, we recommend having legal counsel review it before implementation to ensure it meets your specific business needs and complies with local labor laws.