

General Employee Contract Outline

1. Parties

This contract is made between:

Employer: [Company Name], [Address]

Employee: [Employee Name], [Address]

2. Position & Duties

- Job Title: [Position Title]
- Department: [Department Name]
- Description of responsibilities:
 - [Main duty or task]
 - [Another duty]

3. Term of Employment

- Start Date: [Start Date]
- End Date (if applicable): [End Date/Indefinite]
- Probation Period: [Duration, if any]

4. Compensation & Benefits

- Salary: [Amount], [Frequency]
- Bonuses/Incentives (if any): [Details]
- Benefits:
 - [Health Insurance]
 - [Retirement Plan]
 - [Other Benefits]

5. Working Hours & Leave

- Work Schedule: [Days/Hours]
- Annual Vacation: [Days per year]
- Sick Leave: [Terms]
- Other Leave: [Types and terms]

6. Confidentiality & Non-Disclosure

Employee agrees to maintain confidentiality regarding company information and shall sign any additional non-disclosure agreements as required.

7. Intellectual Property

Any inventions, designs, or work created during the course of employment shall be the property of the Employer.

8. Termination

- Termination by Employer: [Terms and Notice Period]
- Termination by Employee: [Terms and Notice Period]
- Grounds for Immediate Termination: [List, if any]

9. General Provisions

- Entire Agreement
- Amendments
- Governing Law
- Severability
- Dispute Resolution

10. Signatures

Employer: _____ Date: _____

Employee: _____ Date: _____