

# Standard Employment Terms Template

## 1. Position & Duties

Position: \_\_\_\_\_

Department: \_\_\_\_\_

You will report to: \_\_\_\_\_

Your responsibilities include but are not limited to:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## 2. Commencement Date & Working Hours

Employment Start Date: \_\_\_\_\_

Normal Working Hours: \_\_\_\_\_

## 3. Compensation

Salary: \_\_\_\_\_ per month/year

Payment Schedule: \_\_\_\_\_

Overtime/Bonuses (if applicable): \_\_\_\_\_

## 4. Probation Period

Duration: \_\_\_\_\_

Assessment Criteria: \_\_\_\_\_

## 5. Leave Entitlement

- Annual Leave: \_\_\_\_\_
- Sick Leave: \_\_\_\_\_
- Other Leave: \_\_\_\_\_

## 6. Termination

Notice Period (Employer): \_\_\_\_\_

Notice Period (Employee): \_\_\_\_\_

Grounds for Immediate Termination: \_\_\_\_\_

## 7. Confidentiality & Non-Disclosure

Employee agrees to maintain confidentiality and not to disclose any proprietary information during and after employment.

## 8. Additional Terms

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Employee Signature  
Date: \_\_\_\_\_

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Employer Signature  
Date: \_\_\_\_\_