

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

Employee Signature
Date: _____

Employer Signature
Date: _____