

Employee Appointment Contract

Date: _____

1. Parties

This Appointment Contract ("Contract") is made between:

- **Employer:** _____
- **Employee:** _____

2. Position & Commencement

The Employee is appointed as: _____

Starting on: _____

3. Place of Work

The principal place of work will be: _____

4. Probation Period

The appointment will be subject to a probation period of _____ **months** from the start date.

5. Salary & Benefits

The Employee will be paid a salary of _____ per **month/year**, payable on a **monthly** basis.
Other benefits will be as detailed in company policy.

6. Working Hours

Normal working hours shall be _____ per week, from _____ **to** _____.

7. Leave Entitlement

Annual leave entitlement is _____ **days** per calendar year.

8. Termination

Either party may terminate employment by giving advance written notice of _____ **weeks/months**.

9. Confidentiality

The Employee agrees to keep confidential all company information during and after employment.

10. Acknowledgement

By signing below, both parties agree to the terms and conditions set forth in this contract.

Employer Signature

Name: _____

Date: _____

Employee Signature

Name: _____

Date: _____