

# Probationary Employment Contract Sheet

## Employer Information

Company Name:

Address:

Contact Person:

Phone/Email:

## Employee Information

Employee Name:

Address:

Position/Job Title:

Department:

## Probation Terms

Start Date:

End Date:

Salary/Compensation:

Working Hours:

Reporting To:

Job Responsibilities:

## Other Terms

Benefits (if any):

Leave Entitlement:

Termination Notice Period:

## Additional Notes

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Employer Signature & Date

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Employee Signature & Date