

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

Employer Signature & Date

Employee Signature & Date