

# Standard Job Contract Template

This Job Contract ("Agreement") is made between:

- **Employer:** \_\_\_\_\_
- **Employee:** \_\_\_\_\_

**Effective Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## 1. Position & Duties

The Employee is employed as \_\_\_\_\_. The Employee agrees to perform all duties and responsibilities customary to this position, as may be reasonably assigned.

## 2. Compensation

**Salary:** \_\_\_\_\_ per [month/year].

**Payment Method:** \_\_\_\_\_.

## 3. Working Hours

Regular working hours are from \_\_\_\_\_ to \_\_\_\_\_ on [days of the week].

## 4. Benefits

The Employee is entitled to the following benefits:

- Annual Leave: \_\_\_\_\_ days per year
- Other Benefits: \_\_\_\_\_

## 5. Probation Period

The probation period is \_\_\_\_\_ months, during which either party may terminate the employment with notice per section 7.

## 6. Confidentiality

The Employee must not disclose confidential information acquired during employment.

## 7. Termination

Either party may terminate this Agreement by giving \_\_\_\_\_ weeks' notice in writing, or payment in lieu of notice.

## 8. Acknowledgement

By signing below, both parties agree to the terms of this Agreement.

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Employer Signature

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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Employee Signature

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_