

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.

Employer Signature

Date: ____ / ____ / ____

Employee Signature

Date: ____ / ____ / ____