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Employment agreement template

This is a legally binding employment agreement (upon signature and date) between [company] and [employee].

[Company] and [employee] enter the following employment agreement in good faith:

1. **Position of employment:** [Describe the position.]
2. **Terms of employment:** [Explain the length of the job.]
3. **Compensation and benefits:** [Provide annual salary, benefits, stock options and any other compensation]
4. **Duties and performance:** [Describe the duties and responsibilities of the position.]
5. **Termination and employment:** [Explain the company's termination policy.]
6. **Confidentiality:** [Include any confidentiality expectations while working for the company and after leaving the position.]
7. **Non-competition:** [Explain any non-compete expectations.]
8. **Expenses:** [Describe how company expenses will be handled and any materials the company provides for the employee.]
9. **General provisions:** [List any other necessary contractual items.]

Employee signature and date:

Company representative signature and date:



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Employment agreement example

This is a legally binding employment agreement (upon signature and date) between ERB Holdings and Pat Bowson.

ERB Holdings and Pat Bowson enter the following employment agreement in good faith:

1. **Position of employment:** ERB Holdings will employ Pat Bowson in the position of Chief Operations Officer (COO).
2. **Terms of employment:** Pat Bowson's employment shall begin on May 1, 2020, and continue indefinitely.
3. **Compensation and benefits:**
 - Base salary: Pat Bowson will receive \$225,000 annually, subject to required state and federal withholdings. Pay increases for Pat Bowson are at the sole discretion of ERB Holdings.
 - Pat Bowson shall be eligible for all benefits available from ERB Holdings, including stock options. ERB Holdings outlines the specifics of each benefit in the corresponding benefits packet.
4. **Duties and performance:** Pat Bowson will review and update staffing practices, develop long-term growth plans for ERB Holdings, work closely with the CFO to develop financial forecasts, manage employee trainings, provide executive leadership and any other duties as assigned.
5. **Termination and employment:** Pat Bowson may terminate their position at any time. ERB Holdings may terminate Pat Bowson at any time for cause. ERB Holdings outlines cause in the employee handbook.



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6. **Expenses:** ERB Holdings will refund any company purchases directly to Pat Bowson upon the submission of appropriate paperwork. ERB Holdings will issue Pat Bowson a company computer, phone and car, which they must return upon leaving the company.

Employee signature and date: Pat Bowson, April 20, 2020

Company representative signature and date: Alex Rose, April 20, 2020

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