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Employment contract template

Here is a template to help you write an employee agreement:

Employment contract

This contract, dated on the [day and month] of the year [year], is an agreement between [business name] and [employee name] of [city and province]. It is governed by the laws of [province and area]. Both parties agree to the following terms and conditions:

1. Employment

The employee will perform the responsibilities outlined in this contract and those that the employer communicates to them. The employee agrees to follow all the employer's rules, policies, and procedures.

2. Position

As a [job title], the employee will perform all essential responsibilities in compliance with this role. The employer may sometimes add responsibilities as needed and as within reason for this job position.

3. Compensation

The employer will pay the employee [dollar amount][per hour or year]. All wages are subject to mandatory deductions including taxes and employment benefits.

4. Benefits

The employer offers the following benefits [list of benefits if applicable]. Employees may access these benefits after completing a probationary period of [length of probation].

5. Paid time off and absence policy

After the probationary period, employees are entitled to the following paid time off: [list policies for vacation time, sick time, personal days, and bereavement time].

6. Termination

The relationship may be terminated by either party at any time given written notice is delivered within [length of time] to the other party.

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