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Employment agreement template

Title: Employment Contract

This employment contract ('the contract') is entered into on [date] in the year [year] between:

[Your company name] ('the employer'), located [company address], referred to as 'the employer'; and [employee full name] of [address], referred to as 'the employee'. For guidance on drafting an employment verification letter, you can refer to this comprehensive article.

In consideration of this employment contract, the parties agree to the following terms and conditions:

1. Employment

The employee agrees to carry out the responsibilities set out by this contract as per their job description. The employee or worker also agrees to comply with all company policies and procedures.

2. Position

It is the duty of [position] to perform all essential job responsibilities. [Company name] may add other duties as needed within the scope of the employee's or worker's position.

3. Compensation

The employee or worker will be paid [amount] [per hour/per year]. Payment will be made by automatic bank transfer or another method agreed between the employer and the employee or worker.

4. Benefits

The employer offers the following benefits: [benefit 1], [benefit 2], [benefit 3]. Access to the benefits happens [immediately/after the probationary period].

5. Paid time off



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The employee or worker is offered the following holiday time after the probationary period: [length of holidays], [length of sick time], [bereavement time], [length of parental leave].

6. Termination and notice period

This employment contract may be terminated by either party for any reason with proper written notice and with respect to the notice period of [length of notice period].

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