

EMPLOYMENT CONTRACT

Effective date: [DATE]. Complete the bracketed fields and remove unused options before signing.

Employer: [FULL LEGAL NAME], [ADDRESS], [NOTICE EMAIL].

Employee: [FULL LEGAL NAME], [ADDRESS], [NOTICE EMAIL].

1. APPOINTMENT

Position and duties: [DETAILS]. Reports to: [ROLE]. Start date: [DATE]. Employment term: [INDEFINITE / FIXED TERM END DATE]. Work location and remote arrangements: [DETAILS]. Any probation period and its terms: [DETAILS OR NONE].

2. PAY AND WORKING TIME

Gross pay: [AMOUNT AND CURRENCY] per [PERIOD], paid [SCHEDULE]. Normal working hours: [HOURS AND DAYS]. Overtime eligibility, approval and compensation: [DETAILS]. Required breaks, minimum pay and other mandatory employment rights remain applicable. Deductions are limited to those permitted by law and any required authorization.

3. LEAVE AND BENEFITS

Paid leave, public holidays, sickness reporting and benefits: [DETAILS]. Applicable policies, version and access location: [LIST]. Mandatory entitlements prevail over less favorable terms. Approved work expenses are reimbursed under [PROCESS].

4. INFORMATION AND WORK PRODUCT

Each party must use the other's non-public business information only for this engagement, protect it with reasonable care, and disclose it only to people who need it and are bound to protect it. This excludes information already lawfully known, independently developed, lawfully received elsewhere, or public without breach. Required or protected disclosures are not prohibited. On request, return or delete information, except records required by law, which remain protected. Ownership of work created within the employee's duties: [AGREED TERMS], subject to mandatory employee and inventor rights. Pre-existing work excluded from any assignment: [LIST OR NONE].

5. WORKPLACE RESPONSIBILITIES

The employer supplies [EQUIPMENT / TRAINING] and maintains required workplace protections. The employee follows reasonable safety, conduct and information-security rules. Reporting concerns and disclosures protected by law are not restricted. This document creates no post-employment non-compete obligation.

6. ENDING EMPLOYMENT

Notice by employer: [PERIOD]. Notice by employee: [PERIOD]. Any payment in lieu, fixed-term early termination and permitted summary dismissal terms: [DETAILS]. Mandatory notice, dismissal processes, severance and final-pay requirements prevail. On departure, return property and arrange handover; accrued pay and benefits are dealt with as required.

7. NOTICES AND CHANGES

Notices must be sent to the addresses above by [AGREED DELIVERY METHOD] and take effect on [AGREED RECEIPT RULE]. Each party must promptly notify the other of changed contact details. Changes to this agreement must be recorded in writing and accepted by all affected parties.

8. LAW AND DISPUTES

Governing law: [AGREED LAW]. Courts or other agreed dispute process: [FORUM AND PROCESS]. The parties will first try to resolve a dispute through their named contacts for [NUMBER] days, without preventing urgent relief or missing a legal deadline. Nothing in this agreement removes rights or requirements that cannot lawfully be excluded.

9. COMPLETE AGREEMENT

This document and its completed schedules record the agreement on this subject. If a term cannot be enforced, the remaining terms continue to the extent permitted. Each signatory confirms authority to sign for the named party. Counterparts and electronic signatures may be used where permitted; any additional signing formalities must still be completed.

SIGNATURES

Employer: [NAME]

Signature: _____ Date: _____

Signing capacity, if applicable: [TITLE / CAPACITY]

Employee: [NAME]

Signature: _____ Date: _____

Signing capacity, if applicable: [TITLE / CAPACITY]