**EMPLOYMENT AGREEMENT**

This agreement, entered into this day of [month] in the year 20 , between [Company name] and [Employee name] of [City/State]. This document establishes an employment agreement between these two parties and is governed by the laws of [State/Province/Territory].

WHEREAS, the Parties hereto desire to enter into this Agreement to define and set forth the terms & conditions of the employment of the Employee by the Company;

THEREFORE, in consideration of this mutual understanding, the parties agree to the following terms & conditions:

1. **EMPLOYMENT**

The Employee agrees that he/she will honestly and to the best of their capability carry out the duties and responsibilities delivered to them by the Employer. The Employee will act in accordance with all company policies, rules and procedures at all times.

1. **POSITION**

As a [job title], it is the duty of the Employee to perform all important job duties and functions. From time to time, the Employer may also add some other duties within the reasonable scope of the Employee’s work.

1. **PAY SCHEDULE**

The Employee will be paid according to organization’s established pay schedule and will be subject to a(n) [quarterly/annual] performance review. All payments shall be subject to compulsory employment deductions (State & Federal Taxes, Social Security, and Medicare).

1. **BENEFITS**

The Employee has the right to participate in any benefits plans offered by the Company. The Company currently offers [list of benefits, if any]. Access to these benefits will only be possible after the probationary period has passed.

1. **PROBATIONARY PERIOD**

It is understood that the first [time frame] of employment establishes a probationary period. During this time, the Employee is not eligible for paid time off or other benefits. During this time, the Employer also exercises the right to terminate employment at any time before advanced notice.

1. **PAID TIME OFF**

Following the probationary period, the Employee will be eligible for the following paid time off:

* [length of time for sick/personal days]
* [length of time for vacation]
* Bereavement leave may be granted if necessary

The Company reserves the right to modify any paid time off policies.

1. **TERMINATION**

It is the motive of both parties to form a long and mutually profitable relationship. However, this relationship may be terminated by either party at any time provided [time length] written notice is delivered to other party.

The Employee agrees to return any Employer property upon termination.

1. **NON- COMPETITION AND CONFIDENTIALITY**

As an Employee, you will have access to confidential details that is the property of the Employer. You are not permitted to reveal this information outside of the Company.

During your period of Employment with the Employer, you may not engage in any work for another Employer that is related to or in competition with the Company.

1. **LEGAL AUTHORIZATION**

The Employee agree that he or she is absolutely authorized to work in [Country name] and can provide proof of this with legal documentation.

1. **SEVERABILITY**

If the provisions of this agreement is held to be invalid, illegal or unenforceable by any court or tribunal of competent jurisdiction, then such invalidity or unenforceability will not affect the remaining provisions of the agreement.

1. **ENTIRE AGREEMENT**

Each party acknowledges that this Agreement (including its Schedule) contains the whole and entire agreement between the parties as to its subject matter.

IN WITNESS WHEREOF, this Agreement has been executed with due process through the authorization of official company agents and with the Employee’s consent, given here in writing:

**Employee’s Signature Date**

**Company Official Signature Date**