

Employment Contract Template

Parties:

Name of Employer: _____

Name of Employee: _____

Effective Date: _____

Section 1: Position and Duties

Job Title: _____

Job Description:

Section 2: Term of Employment

Start Date: _____

End Date: _____ (if applicable)

Probation Period: _____

Section 3: Compensation

Salary: \$_____ per annum

Payment Frequency: _____

Bonus (if any): _____

Section 4: Benefits

Health Insurance: Yes No

Dental Insurance: Yes No

Retirement Plan Contributions: Yes No

Other Benefits:

Section 5: Leave Policy

Annual Leave Days: _____

Sick Leave Days: _____

Parental Leave: _____

Signature Section

Employer's Signature: _____

Date: _____

Employee's Signature: _____

Date: _____