[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Employment Agreement

A general-purpose employment contract: role, pay, leave, notice, confidentiality, and signing.

[DD Month YYYY] **This agreement is made on** [Date of agreement] **between** [Company name] **of** [Company address] **(the Company) and** [Employee name] **of** [Employee address] **(the Employee). This template sets out general employment terms. Read it in full before signing and seek independent advice if you need it.**

Key terms Employee: _____ **Job title:** _____

Department: _____ **Reports to:** _____

Start date: _____ **Place of work:** _____

Working hours: _____ **Gross salary:** [Currency] [Gross annual salary] **per year**

Pay frequency and pay date: [Pay frequency] **on** [Pay date] **Probation period:** _____

Notice period: _____

Annual leave: [Annual leave entitlement] **each year, plus** [Public holidays]

1. Role and duties The Employee is employed as [Job title] **in** [Department]**, reporting to** [Manager name]**,** [Manager job title]**. The Employee will carry out the duties set out in** [Job description] **and any other reasonable duties asked of them by** [Manager name]**.**

2. Start date and place of work The employment starts on [Start date]**. The normal place of work is** [Place of work]**. The Company may ask the Employee to work at** [Other work location] **when needed for the role.**

3. Hours of work The normal working hours are [Working hours]**. The Employee will also work such additional hours as are reasonably needed to carry out the role. The Employee is entitled to the rest breaks set out in** [Rest break details]**.**

4. Salary and payment The gross salary is [Currency] [Gross annual salary] **per year, paid** [Pay frequency] **on** [Pay date]**, before deductions, into the bank account nominated by the Employee. The Company will review the salary on** [Salary review date]**. A review does not guarantee an increase.**

5. Benefits The Employee is entitled to the benefits set out in [Benefits summary]**. Benefits may be changed or withdrawn on** [Benefits notice period] **notice, as set out in** [Benefits terms]**.**

6. Annual leave and other leave The Employee is entitled to [Annual leave entitlement] **of paid annual leave each year, plus** [Public holidays]**. Annual leave must be agreed in advance with** [Manager name]**, as set out in** [Leave policy]**. The Employee is also entitled to leave for** [Other leave types]**, as set out in** [Leave policy]**.**

7. Probation period The probation period is [Probation period] **from** [Start date]**. During probation, the Company will review progress with the Employee. The Company may extend probation by** [Probation extension period] **if needed, by giving written notice before the probation period ends. During probation, either party may end the employment by giving** [Notice period during probation]**.**

8. Notice period and termination After probation, the notice period is [Notice period] **for both parties, unless a longer period is set out in** [Notice terms]**. The Company may choose to pay the Employee in place of working the notice period. The Company may end the employment without notice in the case of serious misconduct, as set out in** [Disciplinary policy]**. On the employment ending, the Employee will return all Company property, as set out in** [Return of property details]**.**

9. Confidentiality Confidential information means [Confidential information description]**. The Employee will not share confidential information during or after the employment, except as needed for the role or with written permission from** [Authorised person]**. This duty continues after the employment ends.**

10. Intellectual property Anything created by the Employee in the course of employment, including [Work products]**, belongs to the Company. The Employee will sign any further documents reasonably needed to give effect to this clause.**

11. Data protection The Company will use the Employee's personal data only for employment purposes, as set out in [Data protection policy]**. The Employee will keep any personal data they handle in line with** [Data handling rules]**.**

12. Company rules and policies The Employee will follow the Company's rules and policies, including [Policy document 1] **and** [Policy document 2]**. Copies of the policies are available from** [Policy contact]**.**

13. Changes to terms Any change to this agreement must be agreed in writing and signed by both parties.

14. General terms If any part of this agreement cannot be enforced, the rest of the agreement still applies. This agreement is governed by [Governing law and place]**. This agreement, together with** [Other agreement documents]**, sets out the full terms agreed between the parties.**

Signing Each party signs below to confirm agreement to the terms set out above.

[Company name]

For the Company: Signature: _____ Name: [Signatory name for the Company] Job title: [Signatory job title] Date: [Date of signing for the Company]

For the Employee: Signature: _____ Name: [Employee name] Job title: [Job title] Date: [Date of signing by the Employee]