

Employment Contract Template

This template is to be used as guidance only. Please always ensure you take legal advice when creating contracts between yourself and any employees.

This Employment Contract ("Contract") is made and entered into as of [Insert Date], by and between:

Employer:

[Your Business Name]

[Your Business Address]

[Your Business Registration Number (if applicable)]

Employee:

[Employee's Full Name]

[Employee's Address]

1. Position and Duties

The Employer agrees to employ the Employee in the position of [Insert Job Title]. The Employee agrees to perform the duties and responsibilities as described in the job description attached to this contract and as may be reasonably assigned by the Employer from time to time.

2. Commencement Date

The employment will commence on [Insert Start Date].

3. Salary and Benefits

- **Salary:** The Employee will receive a salary of [Insert Amount] per [hour/week/month/year], payable [weekly/monthly] by [Insert Payment Method].

- **Benefits:** [List any benefits such as health insurance, pension contributions, etc.]

Bonus/Commission (if applicable): [Describe any bonus structure, commission, or performance-based pay.]

4. Working Hours

- **Normal Working Hours:** The Employee is expected to work [Insert Number] hours per week, typically from [Insert Start Time] to [Insert End Time], [Insert Days of the Week].

Overtime: Any overtime worked beyond the normal hours will be compensated at [Insert Rate or Terms].

5. Holiday Entitlement

The Employee is entitled to [Insert Number] days of paid annual leave per year, in addition to public holidays observed in the UK.

6. Sick Leave and Absences

- **Sick Pay:** The Employee is entitled to Statutory Sick Pay (SSP) if eligible. Additional sick leave benefits may be provided as per the Employer's policy.

Absence Reporting: The Employee must notify the Employer as soon as possible if unable to attend work due to illness.

7. Notice Period

- **Employee Notice:** The Employee is required to provide [Insert Number] weeks/months' notice in writing if they wish to resign.

Employer Notice: The Employer is required to provide [Insert Number] weeks/months' notice in writing if they wish to terminate the Employee's employment.

8. Confidentiality

The Employee agrees not to disclose any confidential information related to the Employer's business, clients, or trade secrets, either during or after their employment ends.

9. Termination

The Employer may terminate the Employee's employment immediately in the case of gross misconduct. In all other cases, the Employer must provide the Employee with [Insert Number] weeks/months' notice of termination.

10. Non-Compete Clause (Optional)

The Employee agrees not to work for any competing businesses or start a competing business for a period of [Insert Duration] after the termination of their employment with the Employer, within [Insert Geographic Location].

11. Amendments

This contract may be amended only in writing and signed by both the Employer and the Employee.

12. Dispute Resolution

In the event of a dispute, the parties agree to attempt to resolve the matter through informal negotiation. If the dispute is not resolved, the parties agree to seek mediation or arbitration.

Signed:

[Employer Name]

[Job Title]

[Company Name]

Date: _____

[Employee Name]

Date: _____