

Employee contract

The Contract Employment Agreement, hereby referred to as the Agreement, abides by the Employment Rights Act 1996 and is effective from **[START DATE]**.

The Agreement is between **[EMPLOYER NAME]**, hereafter referred to as the Employer, and **[EMPLOYEE NAME]**, hereafter referred to as the Employee. Collectively, they are referred to as the Parties.

DUTIES AND RESPONSIBILITIES

The Employee will be taking on the role of **[JOB TITLE]**.

During their employment period, the Employee will be responsible for carrying out the following duties. They include, but are not limited to:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

PAY AND COMPENSATION

The Parties agree that the Employee will receive an annual salary/wage of _____, before tax, paid on a _____ basis. The salary/wage will be paid directly into the Employee's bank account.

Furthermore, the Parties agree that salary may be increased annually at a sum approved by the Employer. Thereafter, the increased sum should be regarded as the new annual salary.

WORKING HOURS AND LOCATION

As per the Agreement, the Employee must work _____ hours per week between the hours of _____ and _____, with _____ break for lunch. The lunch break does not count towards contracted hours. **[Include any extra hours such as weekends, night shift or overtime here]**. The Employee can spend their hours in the workplace **[Workplace Address]** or remotely, as agreed by the Employer.

PROBATION PERIOD

The Employee will be on probation for _____, starting from the first day of employment. If the Employee fails their probation period, then the Employer will give them notice, terminating the Agreement with _____' notice. The Employee may also give _____' notice if they wish to leave the company during their probation period.

NOTICE PERIOD

After probation, the notice period for the Employer and the Employee is _____. This will increase to/by _____ after _____ years.

BENEFITS

The Parties agree that the Employee will receive the following benefits:

1. _____
2. _____
3. _____

[Alter depending on how many benefits you'll offer the Employee]

TERMINATION

The Employee must follow the codes of conduct as set out in the Employee Handbook. Gross misconduct can lead to termination with immediate effect.

MAKING CHANGES TO TERMS OF EMPLOYMENT

The Employer can make reasonable changes to the terms of the Agreement at any time. The Employer will write to the Employee informing them of these changes as soon as possible and always within 30 days of the change.

CONFIRMATION AND SIGNATURE

The Employee and Employer hereby sign the Agreement:

EMPLOYEE

EMPLOYER

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____