

Employment Contract

Position, compensation, duties & signatures

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This Employment Contract is made between the Employer and the Employee named below. It sets out the position, compensation, schedule, and employment type. Replace this placeholder with terms reviewed by your HR team or attorney — employment rules vary by country and state.

Parties

Employer name

Employee name

Employer address

Employee address

Position & schedule

Position / job title

Start date

Employment type (full-time / part-time / at-will)

Work schedule / hours

Compensation

Compensation (amount & currency)

Pay schedule

Duties & terms

Summary of duties and responsibilities

Confidentiality reference

Termination / notice period

Signatures

Both parties sign and date. Include the employer signer's title to show authority.

Employer signature **Date**

Printed name **Title**

Employee signature **Date**

Printed name