

Job Contract Letter

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Subject: Job Contract for [Job Title]

Dear [Employee's Name],

We are pleased to offer you the position of [Job Title] at [Your Company Name]. The following are the terms and conditions of your employment:

1. Position and Duties

You will be employed as [Job Title], reporting to [Manager's Name], and your primary responsibilities will include [briefly describe key duties].

2. Compensation

Your starting salary will be [Amount] per [year/month] and will be paid according to our payroll schedule.

3. Benefits

You will be eligible for [list of benefits, such as health insurance, vacation days, etc.].

4. Working Hours

Your working hours will be from [start time] to [end time], [mention days], with flexibility based on company needs.

5. Contract Duration

This employment contract is effective from [start date] and will continue until terminated by either party as per the terms of the termination clause.

6. Termination Clause

Either party may terminate the contract with [insert notice period] written notice.

7. Confidentiality and Non-Compete

You agree to maintain confidentiality regarding company information and agree not to engage in any competing business for a period of [time period] after termination.

We are confident that you will be a great addition to our team and look forward to working with you. Please sign below to accept this offer.

[Your Company Name]

Signature: _____

Name: _____

Title: _____

[Employee's Name]

Signature: _____

Name: _____