**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_