Permanent Staff Contract Sample

This Permanent Staff Employment Contract ("Agreement") is made and entered into as of _____ (the "Effective Date"), by and between:

Employer Name: _____
Address: _____

Employee Name: _____
Address: _____

1. Position

The Employer hereby employs the Employee in the capacity of Job Title. The Employee agrees to perform such duties as are customary to this position and as may be assigned from time to time.

2. Commencement Date

The Employee's employment shall commence on _____.

3. Probation

The first _____ months of employment shall constitute a probationary period. During this time, either party may terminate employment with _____ notice.

4. Working Hours

The normal working hours shall be _____ hours per week, from _____ to _____, with break times as appropriate.

5. Remuneration

The Employee shall be paid a salary of _____ per month/year, payable in accordance with the Employer's standard payroll practices.

6. Duties and Responsibilities

- The Employee will perform assigned duties faithfully and diligently.
- The Employee will comply with all company policies and procedures.
- The Employee will maintain the confidentiality of all company information.

7. Leave

The Employee is entitled to annual leave, sick leave, and public holidays in accordance with company policy and applicable law.

8. Termination

1. Either party may terminate this Agreement with _____ notice in writing.

2. The Employer reserves the right to terminate employment without notice for gross misconduct.

9. Confidentiality

The Employee shall not disclose any confidential information obtained during the course of employment to any third party, both during and after employment.

10. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of _____.

_____
Employer Signature

_____
Date: _____

_____
Employee Signature

_____
Date: _____