

# Probationary Employment Contract

**This Contract is made between:**

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

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

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

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

## 1. Position & Probationary Period

The Employee is employed as \_\_\_\_\_ commencing on \_\_\_\_\_. The probationary period shall be for \_\_\_\_\_ **months** from the commencement date.

## 2. Duties & Responsibilities

The Employee shall perform the duties and responsibilities as required by the Employer, including but not limited to:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## 3. Working Hours

The Employee's regular working hours will be from \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_, \_\_\_\_ days per week.

## 4. Compensation

The Employee will receive a salary of \_\_\_\_\_ per **month/week**, less statutory deductions.

## 5. Termination

Either party may terminate this contract by giving \_\_\_\_\_ days' notice in writing or payment in lieu of notice.

## 6. Conversion to Regular Employment

On successful completion of the probationary period, this contract may be converted to a regular employment contract, subject to mutual agreement.

## 7. Other Terms

*Additional terms, if any:* \_\_\_\_\_

**Signed:**

\_\_\_\_\_

Employer Signature

Date: \_\_\_\_\_

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Employee Signature

Date: \_\_\_\_\_