

Standard Employee Onboarding Contract Outline

1. Introduction

- Date of Agreement
- Parties Involved (Employer & Employee names)
- Position Title

2. Employment Terms

- Start Date
- Probationary Period
- Employment Status (Full-time/Part-time/Temporary)
- Work Schedule & Location

3. Compensation & Benefits

- Base Salary/Wage
- Payment Schedule
- Bonuses/Commission (if applicable)
- Employee Benefits (Health, Retirement, etc.)

4. Job Responsibilities

- Primary Duties
- Reporting Structure
- Performance Expectations

5. Company Policies

- Code of Conduct
- Confidentiality & Data Protection
- Non-Compete & Non-Solicitation (if applicable)
- Leave Policies
- Disciplinary Actions

6. Termination

- Notice Period
- Grounds for Termination
- Severance (if applicable)

7. Signatures

- Employee Signature & Date
- Employer Signature & Date

This outline serves as a template only. Specific terms should be tailored to the employer, employee, and applicable legal requirements.

