

# Employee Contract Agreement

Date: [Insert Date]

Employee Name: [Employee Name]

Employee Address: [Employee Address]

Dear [Employee Name],

We are pleased to offer you a full-time position at [Company Name] as a [Job Title]. This letter outlines the terms and conditions of your employment.

## 1. Start Date

Your start date will be [Start Date].

## 2. Job Responsibilities

Your primary responsibilities will include, but are not limited to:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

## 3. Compensation

Your salary will be [Salary Amount] per year, paid bi-weekly.

## 4. Benefits

You will be entitled to [list benefits such as health insurance, retirement plans, paid time off, etc.].

## 5. Employment Status

This position is classified as full-time and requires a commitment of [Number of Hours] hours per week.

## 6. Termination

Either party may terminate this agreement with [notice period, e.g., "two weeks' notice"].

Please sign below to confirm your acceptance of this offer and the terms stated above.

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[Employee Name] - Employee Signature

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[Employer Name] - Employer Signature

Thank you, and welcome to [Company Name]!

Sincerely,

[Your Name]

[Your Title]

[Company Name]