

# Employee Contract Agreement

**Date:** [Insert Date]

**Employee Name:** [Employee Name]

**Address:** [Employee Address]

Dear [Employee Name],

We are pleased to offer you a part-time position with [Company Name]. Below are the terms of your employment:

## Position

Your title will be [Job Title], and you will report to [Supervisor's Name].

## Employment Duration

Your employment will commence on [Start Date] and will continue until terminated by either party with [Notice Period].

## Working Hours

Your working hours will be [Hours of Work] per week, with a schedule of [Insert Schedule].

## Compensation

Your hourly wage will be [Hourly Rate], and you will be paid bi-weekly.

## Benefits

You will be eligible for [List of Available Benefits, if any].

## Confidentiality

You agree to maintain the confidentiality of [Company Name]'s information.

We are excited to have you on our team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Company Phone Number]

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

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