

Name of Company

{{companyName}}

Company Address

{{companyAddress}}

Name of Employee

{{employeeName}}

Employee Address

{{employeeAddress}}

Employee's Position

{{employeePosition}}

Country of Employment

{{countryOfEmployment}}

Contractual Work Hours

{{contractWorkHours}}

Contractual Work Days

{{contractWorkDays}}

Minimum Number of Years

{{minNumOfYears}}

Monthly Salary

{{contractMonthlySalary}:format(C)}

Date of Resumption

{{dateOfResumption}:format(D)}

Employment Contract for {{employeePosition}}

Dear {{employeeName}},

Sequel to your successful interview with us, we are pleased to offer you the job of **{{employeePosition}}** with **{{companyName}}** with effect from **{{dateOfResumption}:format(D)}** under the following terms and conditions.

- **DURATION**

That the Employment period shall be for a minimum of **{{minNumOfYears}}** years after which this contract is subject to renewal or as the Company may otherwise determine.

- **TERMINATION OF CONTRACT**

That after this mandatory period of **{{minNumOfYears}}** years, either party can terminate with immediate effect. Where your employment is terminated with immediate effect, you will be paid for days worked prior to termination. At whatever period, your contract could be terminated for any bad conduct or performance with benefits or payment.

- **REMUNERATION**

The sum of **{{contractMonthlySalary}:format(C)}** only shall be paid to you monthly for the duration of your employment.

- **PLACE OF WORK**

Your place of primary assignment shall be within **{{countryOfEmployment}}**. It is, however, a condition of this employment that you shall be willing to work in any capacity or place that the Company may decide. You will be subject to deployment to any of the Company's business locations as may be determined from time to time by the management.

It is, however, a condition of this employment that you shall be willing to work in any capacity or place that

the Company may decide. You will be subject to deployment to any of the Company's business locations as may be determined from time to time by the management.

- **HOURS OF WORK**

You will be required to work for **{{contractWorkHours}}** hours, **{{contractWorkDays}}** days per week. You may, however, also be required from time to time extra hours on a as needed basis.

- **INDUCTION AND TRAINING**

On assumption of duty, you will undergo an Induction program to familiarize you with the activities within the Company's organizational structure. You may also be required to undergo specially-designed programs to prepare you for your assignments.

- **ACCOMMODATION**

The Company, as a rule, does not provide accommodation for its employees. However, staff on essential duties may be provided with accommodation close to their duty posts in due course.

- **CONFIDENTIALITY**

In view of the confidential nature of the Company's objectives, you will be subject to the Internal Regulations of the Company, and you will be required to abide by the duties of confidentiality. Breach of these duties shall be subject to disciplinary actions such as dismissal.

- **GENERAL CONDITIONS OF SERVICE**

You shall be subject to such general conditions of service and regulations as will be determined by the Management. You also agree by signing this employment contract that you will be bound by and adhere to the company's employee handbook and code of conduct (as the same may be reviewed by management from time to time).

Please confirm your acceptance of this contract by signing in the space provided below and returning the duplicate copy to the undersigned within a week of receiving this contract.

We wish you a fulfilling career with **{{companyName}}**.

Yours sincerely,

Elizabeth McGuire, Director of HR

I hereby accept this offer of employment and I promise to abide by the above terms and conditions.
Full Name and Signature:

(Full name and signature)