Please delete **this page** of the document, including the instructions and the disclaimer, **before** uploading this document into Deputy.

|  |
| --- |
| **Disclaimer:** Deputy provides this basic employment agreement template for general informational purposes only. It is designed to be customised by you to comply with the legal obligations that pertain to your business. Please note that employment laws can be complex and vary by state and territory within each country. Therefore, it's important to consult with a legal professional or labor expert to ensure full compliance with local regulations. This template is meant to serve as a general starting point and may require further customization to meet your specific business needs. |

# **Instructions for completing this contract template:**

Throughout this document, you will see **[TEXT IN SQUARE BRACKETS, HIGHLIGHTED YELLOW]**. You can choose to either:

* **update** this information or
* **delete and leave space** so that the information can be updated each time you send out a copy to a new employee.

For example:

**Update the text:**

The **[YOUR COMPANY LETTERHEAD OR LOGO]** field you may want to **update** by pasting in your company’s letterhead, as this is likely to stay the same for all contracts you send out.

**Delete and leave space:**

The **[TODAY’S DATE]** field, however, will change each time you send out the contract, so for this field, you will **delete the text** but leave space for you to fill in this information later on. It will look something like this:

This Employment Contract ("Contract") is entered into on .

For more information on how to create signature templates, read [our help guide](https://help.deputy.com/hc/en-au/articles/6410128316431-Managing-signature-templates-to-send-documents-to-team-members-for-signing).

**[YOUR COMPANY LETTERHEAD OR LOGO]**

This Employment Contract ("Contract") is entered into on **[TODAY’S DATE]**.

between:

**[YOUR COMPANY NAME]**

**[YOUR COMPANY ADDRESS]**

**[CITY, STATE, POSTAL CODE]**

**[COUNTRY]**

and

**[EMPLOYEE’S FULL NAME]**

**[EMPLOYEE’S ADDRESS]**

**[CITY, STATE, POSTAL CODE]**

**[COUNTRY]**

Dear **[EMPLOYEE’S FULL NAME]**,

We are pleased to offer you the opportunity to join **[YOUR COMPANY NAME]**.

Please see below your responsibilities and employment details outlined in Schedule 1.

|  |
| --- |
| Schedule 1 |
| 1. **Reporting Manager**

The employee will report to: | **[REPORTING MANAGER]** |
| 1. **Location**

The employee will work at this address unless otherwise required by the job. | **[WORKPLACE ADDRESS]** |
| 1. **Position**

The Employer agrees to employ the Employee as a: | **[JOB TITLE]** |
| 1. **Duties & responsibilities**

The Employee's primary duties and responsibilities include: | **[BRIEF DESCRIPTION OF JOB RESPONSIBILITIES]**​​We recommend you add this information in to include it as part of the template so you don't have to enter the job description each time you use this template |
| 1. **Employment Type:**

This position is: | **[FULL-TIME / PART-TIME / CASUAL / ZERO HOURS / ON-CALL].** |
| 1. **Hours of work**

The standard working hours will be:**Note:** You will be provided with all meal and rest breaks required by applicable law. | **[WORKING HOURS]** |
| 1. **Employee classification**
 | **[EMPLOYEE CLASSIFICATION / FURTHER DETAILS ABOUT THE EMPLOYMENT TYPE E.G. EXEMPT V NON-EXEMPT (US ONLY); AWARD CLASSIFICATION (AU ONLY)]** |
| 1. **Commencement date**

The employment will start on: | **[START DATE]** |
| 1. **Probation period**

The employee will be subject to a probationary period of: During which both parties may terminate the employment with: | **[PROBATION PERIOD]****[NUMBER OF DAYS’ NOTICE]** day’s notice. |
| 1. **Base [ANNUAL SALARY / HOURLY WAGE]**

The Employee's gross **[ANNUAL SALARY / HOURLY WAGE]** and less applicable withholdings, payable in: | **[SALARY / HOURLY WAGE AMOUNT]****[MONTHLY / BI-WEEKLY / WEEKLY]** instalments. |
| 1. **Bonuses or additional compensation (if applicable)**

The Employee is entitled to participate in the company's benefits program, including: | **[DESCRIPTION OF ANY BONUSES, COMMISSIONS, OR ADDITIONAL COMPENSATION]**We recommend you add this information to include it as part of the template so you don't have to enter a list of bonuses/compensation each time you use this template |
| 1. **Benefits**
 | **[LIST APPLICABLE BENEFITS SUCH AS HEALTH INSURANCE, RETIREMENT PLANS, ETC.]**We recommend you add this information to include it as part of the template so you don't have to enter a list of benefits each time you use this template |
| 1. **Termination**

13.1. Termination by Employer: The Employer may terminate the Employee's employment at any time, with notice as required by law.13.2. Termination by Employee: The Employee may resign from their position or as otherwise required by law: | **[WITH [X] DAYS’ NOTICE / AT ANY TIME FOR ANY REASON].** |

**14. Leave entitlements:**

14.1. You are entitled to leave in accordance with the laws of **[AUSTRALIA / UNITED STATES / UNITED KINGDOM],** as applicable.

**15. Confidentiality and Non-Compete:**

15.1. During and after the employment, the Employee agrees to keep confidential all company information and not to engage in any competitive activities that may harm the Employer's business interests.

**16. Governing Law:**

16.1. This Contract will be governed by and construed in accordance with the laws of **[AUSTRALIA / UNITED STATES / UNITED KINGDOM]**, as applicable.

**17. Entire Agreement**

17.1. This Contract constitutes the entire agreement between the parties and supersedes any prior oral or written agreements.

**Questions & Acceptance**

If you have any questions, please contact **[COMPANY HR EMAIL ADDRESS]**. If you accept our offer, please sign below before your **[START DATE].**

This Contract is executed in duplicate as of the date first above written.

**Employer**

Signature:

**[HR OR MANAGER SIGNATURE]**

------------------------------------------------------

**[YOUR NAME]**

**[YOUR TITLE]**

We recommend you update and add the above employer details (signature, name and title) so that it is included in the template.

**[TODAY’S DATE]**

**Employee**

Signature:

**[EMPLOYEE SIGNATURE FIELD]**

**------------------------------------------------------**

**[EMPLOYEE’S FULL NAME]**

**[AUTO-FILL SIGNED DATE]**