

EMPLOYMENT CONTRACT

This **Contract of Employment** is entered into by & between M/s. _____ (company name)_____ situated at _____ (address)_____ AND Mr. / Ms. _____ (employee name)_____.

(Companies may have a different design & set of contract papers but the following main terms & conditions need to be stated & laid out clearly :)

Basic Terms of the Contract :

- > Employee's Job Title or Position
- > Basic Monthly Salary
- > Duration of the Contract
- > Travelling Expenses About Air Ticket (PTA, etc.) To & Fro
- > Accommodation
- > Food
- > Working Days & Working Hours
- > Overtime, if applicable
- > Leave Benefits
- > Medical Treatment
- > Insurance
- > Renewal of Contract
- > Other Terms & Conditions

In witness thereof, the parties have here unto voluntarily signed their respective names below on this _____ (day)_____ of _____ (month, year)_____ at _____ (place, country)_____.

Signature of the Employer Signature of the Employee

**COMPANY SEAL
ATTESTED BY THE
CHAMBER OF COMMERCE
& THE EMBASSY**

Date :

Date :

Yours Sincerely,

For, _____ (company name)_____

**COMPANY SEAL
ATTESTED BY THE
CHAMBER OF COMMERCE
& THE EMBASSY**

_____ (signature & designation)_____