# Hiring Contract

This contract, dated on this date **{{employmentDate}}**, is made between Contoso LLC and **{{employeeName}}** of **{{Address}}**.

WHEREAS the Employer desires to retain the services of the Employee, and the Employee desires to render such services, these terms and conditions are set forth.

IN CONSIDERATION of this mutual understanding, the parties agree to the following terms and conditions:

1. **Employment**. The Employee agrees that he or she will faithfully and to the best of their ability to carry out the duties and responsibilities communicated to them by the Employer. The Employee shall comply with all company policies, rules and procedures always.
2. **Position**. As a **{{employeeJobTitle}}**, it is the duty of the Employee to perform all essential job functions and duties. From time to time, the Employer may also add other duties within the reasonable scope of the Employee’s work.
3. **Compensation**. As compensation for the services provided, the Employee shall be paid a salary of **{{salary}}**.
4. **Probationary Period.** It is understood that the first **{{probationaryPeriod}}** months of employment constitutes a probationary period. During this time, the Employee is not eligible for paid time off or other benefits. During this time, the Employer also exercises the right to terminate employment at any time without advance notice.
5. **Termination policy**. In the event the Company or Member wishes to terminate their work agreement, both agree to give at least 14-day notice. If member does not reply to email correspondence or other written correspondence for up for 5 business days, company will assume member is not able to report to work and terminate the contract. As this will significantly put the company at risk of losing clients, any outstanding payments not yet issued will be forfeited by the member for not reporting to work.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective Authorized Representative(s) as of the day and year first above written.

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| --- | --- |
| Contoso LLC\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Employer Name  | Employer Signature |
| {{employeeName}} | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Employee Name  | Employee Signature |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| {{employmentDate}} |  |