

Contract of employment template

Below I've included a template contract of employment you can use and customise to fit your business. Remember that before implementing any contract, you should first have a qualified HR professional review it for legal compliance and consistency.

This contract is made on [Date] between:

- Employer: [Employer's Name], a company registered in England and Wales with company number [Company Number] and whose registered office is at [Registered Office Address] (hereinafter referred to as "the Employer").
- Employee: [Employee's Name], of [Employee's Address] (hereinafter referred to as "the Employee").

WHEREAS the Employer desires to employ the Employee, and the Employee desires to work for the Employer under the terms and conditions herein.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, it is agreed as follows:

Job Title and Description

- Position: The Employee is employed in the capacity of [Job Title]. The Employee's duties and responsibilities shall include [List of Duties], and any other tasks assigned by the Employer from time to time. The Employee agrees to perform their duties faithfully and to the best of their ability and to abide by the rules and policies of the Employer.

Place of Work

- The Employee's primary place of work will be at [Workplace Address], or at any other place as the Employer may reasonably require for the proper performance of the Employee's duties.

Commencement and Duration

- This contract is effective from [Start Date] and will continue until terminated by either party as provided for within this contract.

Probation Period

- A probationary period of [Probation Period, e.g., 3 months] will apply, during which both parties may terminate the employment with [Notice Period during probation, e.g., one week's] notice.

Hours of Work

- The Employee's normal hours of work are [Hours per week, e.g., 40] hours per week, from [Start Time] to [End Time], [Days of the Week Worked].

Salary

- The Employee will receive a salary of [Annual Salary] per annum, payable in monthly arrears directly into the Employee's nominated bank account on the [Day] of each month.

Holidays

- The Employee is entitled to [Number of Days] days of paid holiday per year, in addition to public holidays. The holiday year commences on [Date].

Sick Leave and Pay

- The Employee is entitled to statutory sick pay by UK employment law.

Pension

- The Employer will comply with the auto-enrolment pension scheme requirements under UK law.

Termination

- Either party may terminate this employment by providing [Notice Period, e.g., one month's] notice in writing. The Employer reserves the right to pay instead of notice.

Confidentiality

- The Employee agrees not to disclose or use for their benefit any confidential information relating to the business of the Employer.

Governing Law

- This contract shall be governed by and construed following the laws of England and Wales.

IN WITNESS of which, the parties have executed this contract as of the date first above written.

EMPLOYER:

Signature: _____

Name: [Name]

Title: [Title]

Date: _____

EMPLOYEE:

Signature: _____

Name: [Employee's Name]

Date: _____

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