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EMPLOYMENT CONTRACT TEMPLATE

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EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement") is made on this ____ day of _____, 2025, by and between:

[Employer Name], a business registered under the laws of India, having its principal place of business at [Full Business Address], (hereinafter referred to as the "Employer", which expression shall, unless repugnant to the context, include its successors and assigns);

AND

[Employee Full Name], residing at [Employee Address] (hereinafter referred to as the "Employee", which expression shall, unless repugnant to the context, include his/her heirs, legal representatives, and permitted assigns).

1. Position and Duties

1.1 The Employee shall be appointed as [Job Title], reporting to [Reporting Authority].

1.2 The Employee agrees to perform all duties and responsibilities assigned by the Employer faithfully, diligently, and to the best of their ability.

1.3 The Employee agrees to abide by all company policies, practices, and codes of conduct as applicable and amended from time to time.

2. Commencement and Term

2.1 This Agreement shall commence on [Start Date] and shall continue unless terminated by either party in accordance with Clause 9.

2.2 This employment is on a full-time and permanent basis, unless otherwise specified in writing.

3. Place of Work

The Employee shall work at [Primary Work Location] or at any other location as reasonably directed by the Employer.

4. Working Hours

Standard working hours shall be [e.g., 9:30 AM to 6:30 PM], Monday to Friday, subject to the needs of the business and applicable law.

5. Compensation

5.1 The Employee shall be paid a gross monthly salary of ₹ [Amount in Figures] (Rupees [Amount in Words]) subject to applicable deductions.

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5.2 The salary structure may include Basic, HRA, Special Allowance, Bonus, etc., as detailed in Annexure A.

5.3 Salary shall be payable monthly in arrears, on or before the [e.g., 7th] of each month.

6. Leave and Holidays

6.1 The Employee is entitled to:

[Number] days of paid annual leave,

[Number] casual/sick leaves, and

All gazetted public holidays as per the company's holiday calendar.

6.2 Leave policies shall be governed by the Employer's internal policies and applicable labour laws.

7. Confidentiality and Intellectual Property

7.1 The Employee shall not disclose any confidential information belonging to the Employer to any third party during or after the term of employment.

7.2 Any work product, invention, or intellectual property developed during the course of employment shall be the sole property of the Employer.

8. Non-Compete and Non-Solicitation

8.1 For a period of [e.g., 6 months] after termination, the Employee shall not:

Engage in any business competing with the Employer.

Solicit any client, customer, or employee of the Employer.

9. Termination

9.1 Either party may terminate this Agreement by giving [30/60] days' written notice or payment in lieu thereof.

9.2 The Employer may terminate without notice in cases of misconduct, breach of trust, gross negligence, or criminal conviction.

10. Severance and Final Settlement

10.1 Upon termination, the Employee shall return all company property and settle all dues.

10.2 Final settlement shall be made within [e.g., 45] days of the last working day, subject to clearance of all exit formalities.

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11. Governing Law and Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of India. Courts in [City] shall have exclusive jurisdiction.

12. Miscellaneous

12.1 This Agreement constitutes the entire understanding between the parties.

12.2 Any modification or waiver must be in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first above written.

For the Employer

Signature: _____

Name:

Designation:

Date:

For the Employee

Signature: _____

Name:

Date:

Annexure A – Salary Breakup (Example)

Component	Monthly (₹)	Annual (₹)
Basic Salary		
HRA		
Special Allowance		
Performance Bonus		
Provident Fund (Employer)		
Total CTC		