

EMPLOYMENT CONTRACT

EMPLOYER & EMPLOYEE — TERMS OF EMPLOYMENT

AGREEMENT NO.

EFFECTIVE DATE

This Employment Contract (the “Agreement”) sets out the terms on which the Employer employs the Employee, including position, compensation, and the conditions of employment.

1 THE PARTIES

EMPLOYER

FULL LEGAL NAME / ENTITY

ADDRESS

CITY

STATE

ZIP

PHONE

EMAIL

EMPLOYEE

FULL LEGAL NAME / ENTITY

ADDRESS

CITY

STATE

ZIP

PHONE

EMAIL

2 POSITION & DUTIES

The Employer employs the Employee in the position below. The Employee will perform the duties of the role and other reasonably assigned duties, and devote appropriate professional effort to the Employer’s business.

JOB TITLE

DEPARTMENT

REPORTS TO

WORK LOCATION

KEY DUTIES & RESPONSIBILITIES

3 START DATE & EMPLOYMENT TYPE

Employment begins on the date below. Indicate whether employment is at-will or for a fixed term.

Employment type:

☐ At-will

☐ Fixed term

☐ Full-time

☐ Part-time

START DATE

TERM END (IF FIXED)

4 COMPENSATION

The Employee is paid the compensation below on the Employer's regular payroll schedule, subject to lawful withholdings.

SALARY / WAGE (\$)

PER (YEAR / HOUR)

PAY FREQUENCY

OVERTIME ELIGIBLE? (Y/N)

BONUS / COMMISSION / EQUITY (IF ANY)

5 BENEFITS & PAID TIME OFF

The Employee is eligible for the benefits and paid time off described below, subject to the Employer's plans and policies as they change from time to time.

HEALTH, RETIREMENT, PTO, HOLIDAYS & OTHER BENEFITS

6 CONFIDENTIALITY & INTELLECTUAL PROPERTY

The Employee will keep the Employer's confidential information secret during and after employment, and work product created within the scope of employment belongs to the Employer, who the Employee will assist in documenting ownership.

7 RESTRICTIVE COVENANTS

To the extent enforceable under applicable law, the Employee agrees to the non-solicitation and non-competition terms below during and after employment; any term is limited to what is reasonable and lawful in the governing state.

NON-SOLICIT / NON-COMPETE TERMS (IF ANY, SUBJECT TO STATE LAW)

8 TERMINATION

Either party may end an at-will relationship at any time, with or without cause, subject to any notice below. For-cause termination and any severance are described below.

NOTICE PERIOD

SEVERANCE (IF ANY)

9 GENERAL TERMS

This Agreement is governed by the laws of the state identified below, without regard to its conflict-of-laws rules, and represents the entire agreement between the parties, superseding all prior discussions. It may be amended only by a writing signed by both parties. If any provision is held invalid, the remaining provisions remain in full force. Neither party is liable for delays or failures caused by events beyond its reasonable control (including weather, natural disasters, supply or labor shortages, or governmental action). Notices must be in writing and delivered to the addresses shown above. This Agreement may be signed in counterparts, including electronically.

GOVERNING STATE / JURISDICTION

The parties may record additional agreed terms or special provisions below. Any handwritten addition or alteration should be initialed by all parties.

ADDITIONAL TERMS / SPECIAL PROVISIONS

By signing below, each party acknowledges that they have read and understood this Agreement and agree to be bound by all of its terms as of the Effective Date.

EMPLOYER SIGNATURE

PRINT NAME

DATE

TITLE / CAPACITY (IF SIGNING FOR AN ENTITY)

EMPLOYEE SIGNATURE

PRINT NAME

DATE

TITLE / CAPACITY (IF SIGNING FOR AN ENTITY)