Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_ [an official tag assigned by the concerned department]

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [date on which the contract is issued]

This employee contract is made and entered into \_\_\_\_\_\_\_\_\_\_ [day & date of the agreement prepared] between, \_\_\_\_\_\_\_\_\_\_ [name of the employer] and \_\_\_\_\_\_\_\_\_\_ [name of the shortlisted employee].

Henceforth, the employer organization hires the employee in order to hire the services in \_\_\_\_\_\_\_\_\_\_\_ [name of the department in which employee is hired] as \_\_\_\_\_\_\_\_\_\_\_\_ [designation of the employee], whereas this agreement is valid from \_\_\_\_\_\_\_\_ terminating on \_\_\_\_\_\_\_\_\_\_ [enter tenure dates].

**Contact details of the Employer: [individual/ organization]:**

Name: \_\_\_\_\_\_\_\_\_\_

Official Address: \_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_

URL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_

Official Website\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact details of the employee:**

Name: \_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

E- Mail ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The covenants and promises of the employer & the employee are given as following:**

**(a) Description of duties & responsibilities:**

The employee has to work under the guidance of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name of the H.O.D] and fulfill the assigned job duties, whereas the briefing of work will be handed over on the day of joining.

(b)**Salary:** As per the commitment, the net amount of salary \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [payment amount] to be paid on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ date of each month.  [payment date]