

Formal employment agreement letter

Subject: Agreement of Employment Terms

Dear [Employee Name],

This letter serves as a formal agreement between [Employer/Company Name] and you, [Employee Name], regarding your employment with the company effective from [Start Date].

The terms and conditions of your employment are as follows:

1. Position: [Job Title]
2. Working Hours: [Hours per week]
3. Salary: [Amount and frequency]
4. Benefits: [List benefits such as health insurance, vacation days, etc.]
5. Reporting: You will report to [Supervisor/Manager's Name].
6. Termination: Either party may terminate this agreement with [Notice Period] notice.

Both parties agree to abide by the rules, policies, and expectations outlined in this agreement. By signing below, both the employer and employee confirm their understanding and acceptance of the terms.

Sincerely,

[Employer Name]

[Employer Position]

Acknowledged and Agreed:

[Employee Name]

[Employee Signature]

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