

# SIMPLE EMPLOYMENT CONTRACT

Employer: \_\_\_\_\_

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

Employee: \_\_\_\_\_

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

## 1. Position and Duties

The Employee agrees to serve in the position agreed upon with the Employer and to perform all duties and responsibilities as requested by the Employer, faithfully, diligently, and in accordance with all lawful instructions.

## 2. Commencement

The employment shall commence on the date agreed by the Employer and Employee and shall continue until terminated in accordance with this Contract.

## 3. Probationary Period

The Employee's employment is subject to a probationary period of up to six months during which either party may terminate the employment with one week's notice or payment in lieu thereof.

## 4. Place of Work

The Employee's primary place of work shall be at the Employer's premises or such other location as the Employer may reasonably require.

## 5. Hours of Work

The Employee's normal hours of work shall be as agreed, not exceeding 48 hours per week unless otherwise mutually agreed in writing.

## 6. Salary

The Employer shall pay the Employee a gross salary of \_\_\_\_\_ GBP per annum/month/week, payable in arrears by bank transfer or other agreed method.

## 7. Benefits

The Employee shall be entitled to benefits as required by law or as agreed between the parties, including statutory holidays and sick pay.

## 8. Holidays

The Employee is entitled to statutory annual leave entitlements as per UK law, calculated pro rata for any part-time employment.

## 9. Sickness and Absence

The Employee must notify the Employer as soon as possible of any inability to work due to illness and provide medical certificates as required.

## 10. Confidentiality

The Employee shall not during or after employment disclose any confidential information relating to the Employer's business except as required by law or with prior written consent.

#### **11. Intellectual Property**

All intellectual property created by the Employee in the course of employment shall be the property of the Employer.

#### **12. Termination**

Either party may terminate this employment by giving the notice period required by UK law or as otherwise agreed in writing.

#### **13. Restrictive Covenants**

The Employee agrees not to engage in any business or employment that directly competes with the Employer during employment and for a reasonable period thereafter, as permitted by law.

#### **14. Data Protection**

Both parties agree to comply with applicable data protection legislation regarding personal data processed under this Contract.

#### **15. Health and Safety**

The Employee agrees to comply with all health and safety policies and procedures established by the Employer.

#### **16. Grievance and Disciplinary Procedures**

The Employer's grievance and disciplinary procedures will apply as set out in the Employee handbook or as advised.

#### **17. Entire Agreement**

This Contract constitutes the entire agreement between the parties and supersedes all prior agreements or understandings relating to its subject matter.

#### **18. Variation**

Any variation to this Contract must be in writing and signed by both parties to be effective.

#### **19. Governing Law and Jurisdiction**

This Contract shall be governed by and construed in accordance with the laws of England and Wales. The parties submit to the exclusive jurisdiction of the courts of England and Wales.

#### **20. Signatures**

This Contract is executed as a deed and is binding on the parties as of the date of signature.

**EMPLOYER'S SIGNATURE**

**EMPLOYEE'S SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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