Employment Agreement

This agreement is made between the Company and the Employee named below and takes effect on the date of the last signature.

Company

LEGAL NAME

EMAIL

PHONE

ADDRESS

Employee

FULL NAME

EMAIL

PHONE

PAN

ADDRESS

Terms

EMPLOYEE NAME

EMPLOYEE ID

DATE OF JOINING

DESIGNATION

DEPARTMENT

ANNUAL CTC (₹)

FIXED PAY (₹ PER YEAR)

VARIABLE PAY (₹ PER YEAR)

PROBATION

NOTICE PERIOD

WORK LOCATION

Clauses

- Duties. The Employee performs the duties of the role and other reasonable duties assigned, and follows company policies as updated from time to time.
- Working hours. Working hours, weekly offs and holidays follow the company's policy and applicable Shops and Establishments law.
- Leave. The Employee is entitled to leave under the company's leave policy, including statutory leave such

as maternity leave.

- Statutory benefits. The company deducts and deposits PF, ESI (if applicable), professional tax and income tax as required, and gratuity is paid under the Payment of Gratuity Act, 1972.
- Confidentiality. The Employee keeps the company's confidential information secret during and after employment.
- Intellectual property. Work created in the course of employment belongs to the company.
- Termination. Either side may end employment by giving the notice period or pay in lieu. The company may end employment without notice for proven misconduct after a fair process.
- Return of property. On exit the Employee returns all company property and data.
- Outside work. The Employee does not take up other paid work without written approval.

Initials

General terms

- Governing law. This document is governed by the laws of India.
- Entire agreement. This document is the whole agreement between the parties on its subject and replaces earlier discussions.
- Amendments. Changes are valid only in writing signed by both parties.
- Severability. If a clause is unenforceable, the rest of the document still applies.
- Notices. Notices may be sent to the email addresses given above and take effect on delivery.
- Electronic signatures. The parties agree to sign electronically; electronic signatures and records are valid under the Information Technology Act, 2000.

Company

SIGNATURE

PRINTED NAME

DATE

Employee

SIGNATURE

PRINTED NAME

DATE