

**Specimen of Employment Contract Letter**

(For the Employment Contract, the standard contract of company may be used, but there should be following main condition)

This contract of employment is executed and entered into by and between:

1. Employer: .....

(Name, Address, Tel. No., Fax No. and Email address of the Employer)

2. Employee: Mr. ....holder of passport No .....

Both of whom voluntarily bind themselves to the following term and conditions; Basic Term of Contract:

1. Employee Job Title or Position: .....

2. Basic Monthly Salary: .....

3. Duration of Contract: The duration of the contract should not be less than two years, but in special case where salary is comparatively higher than in normal cases, lesser duration may be considered.

4. Traveling Expenses: The economy class air ticket will be provided by the employer for both ways.

5. Accommodation: The employer will provide suitably furnished accommodation at free of cost. In case of working in a community where lodging can be rented and employer wishes to pay cash in lieu of rent, it shall be paid at a rate suitable to the locality.

6. Food (If provided) : The employer will provide three meals per day to the employee free of charge or 25% of the basic salary in lieu thereof.

7. Working Days and Working Hours: Normal working days shall be six days per week and one day paid holiday per week and working hour shall be 8 hours per day, 48 hours per week.

8. Overtime: In case the employer requires the worker to work overtime or on holidays, the employer shall pay for overtime or holiday work at 1.5 times and 2 times of basic salary rate.

9. Leave Benefit: The employer shall clearly state the weekly holidays, annual holidays and annual vacation specifying number of days, payment or wages or other compensation, which shall be according to the laws of the country of the employment.

10. Medical Treatment: The employer shall provide free medical services, including medicines.

11. Insurance: The employer shall provide necessary insurance against death or injury according to the laws of the country of employment.

12. Renewal of Contract: The contract is renewable with mutual agreement of both the employer and employee.

13. Other Terms and Conditions: Other terms and conditions favorable of the employee not covered herein and which the laws of country of employment provide, shall apply and form part of this contract.

THE FIRST PARTY

THE SECOND PARTY

Authorized signature & company Stamp

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Signature of Employer

Signature of Employer

Date:

Date: