

CONTRACT OF EMPLOYMENT

This Agreement is made on [Date] between:

[Company Name] ("the Company") with address at [Company Registered Address]

[Employee Name] ("you") with address at [Employee Address]

Important Note: This contract works alongside company policies ([and/or Employee Handbook]) which cover details like holidays, sickness, and bonuses. These are separate documents.

This agreement outlines the terms of your employment with the Company.

Company policies

[Company policies]([and/or Employee Handbook]) contain information about your job, but they aren't considered part of this contract unless mentioned here. You'll receive a copy of these policies, which the Company may update from time to time.

Start date

Your employment with the Company starts [date]. Your continuous employment starts on the same date (previous jobs don't count).

Probationary period (Optional)

The first [3 months] of your employment are considered probationary. The Company can extend this period if needed to properly assess your performance. During probation, either side can terminate your employment with one week's written notice.

Job Title and duties

Your job title is [position]. Your job description and duties are included in this Agreement. The Company may ask you to perform other tasks as needed for business purposes.

Work location

Your primary workplace will be [address] (or the Company's main office) [or another location within a reasonable area as determined by the Company]. You may be required to travel within the UK [and abroad] for work.

Salary

Your annual salary is £[amount]. You'll be paid in equal [monthly] installments, in arrears, on or before the [last day of each month] by direct deposit to your bank account.

Overtime

[Option 1: No Overtime Pay] You won't receive extra pay for working overtime. [Option 2: Overtime Pay] Overtime with prior company approval will be paid at the current overtime rate.

Performance reviews (Optional)

The Company will review your performance annually. Performance reviews are entirely at the Company's discretion, and the frequency may vary. Positive reviews may be used for pay raises, but don't guarantee them.

Pension & retirement

[Option 1: Joining a Pension Scheme]

After [three months] of service (and meeting other requirements), you can join the Company's pension scheme. Details are available from [POSITION].

[Option 2: No Pension Scheme] The Company doesn't offer a pension scheme for your employment.

[Option 3: Company Complies with Pension Duties] The Company will comply with employer pension duties as required by law.

[Option 4: Joining a Specific Pension Scheme] You'll become a member of the [NAME] Pension Scheme (or another scheme chosen by the Company) starting on the date of this Agreement. Details are available from [POSITION].

[Option 5: No Retirement Age] There's no mandatory retirement age. If you plan to retire, notify the Company with your contractual notice period (as outlined in clause 12).

Work hours

Your usual work hours are [9 am to 5.30 pm] Monday to Friday with a lunch break of at least [20 minutes] between [[time] and [time]]. These hours may change to meet business needs. You may also be required to work additional hours to fulfill your job duties. The exact duration of these extra hours won't be predetermined.

Holidays

The Company's holiday year runs from [1st January to 31st December]. Full-time staff get [28] paid holidays per year, including public and bank holidays (explained in clause 10.2 below). Part-time staff receive a pro-rated amount of holiday entitlement.

Public & bank holidays

The Company requires you to use some of your holiday entitlement (up to 8 days per year) for public and bank holidays that fall on your normal working days. Employees who work on public and bank holidays won't be required to use additional holiday time (subject to clause 10.3).

Taking holidays

Holidays can only be taken at times convenient to the Company and according to the rules in the [Company Annual Leave Policy OR the Handbook].

Holiday payout on termination

When your employment ends, you'll be paid for any unused holidays at a rate of 1/260th of your [full-time equivalent] salary for each untaken day.

Further details

There are no terms applying to this Agreement which relate to the following:

- The period for which the employment is intended to continue or the date when it is to end;
- Any collective agreements which directly affect the terms and conditions of employment;
- Work outside the United Kingdom.

Disclaimer: This document is intended as a sample employment contract template and should not be taken as legal advice. We recommend that you consult with a solicitor to ensure this contract meets your specific needs and complies with all relevant UK employment laws.