[COMPANY LETTERHEAD]

# Date: [DD/MMM/YYYY]

This contract is hereby signed between

(Company Name) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (Company No: **\_\_\_\_\_\_\_\_\_\_\_**) and the employee whose details are as follows:

**Name of Employee :**

**Duration of Employment :**

**Designation :**

**[Not more than 40 characters including space and no special characters/symbols]**

**Monthly Basic Salary :**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature of Employer |  | Signature of Employee |
| Name: |  | Name: |
| Designation: |  | Passport No: |
| **[Manager an above & Do not sign “on behalf”]** |  | **[Signature must be similar as per the passport]** |

(Company stamp)

*\*\*Note:*

1. *You may add any other relevant/useful information if necessary.*
2. *Please remove remarks in BLUE in the printed contract.*