

This document involves employment or workplace-compliance obligations that vary by state and by employer size. It is a general starting point only — not legal advice — and should be reviewed by an employment attorney licensed in your state before use.

Employment Agreement

This Employment Agreement is entered into as of [Date] between [Company name] ("Company") and [Employee name] ("Employee").

1. Position & Duties

Employee is employed as [Job title], reporting to [Manager name/title], and will perform the duties customarily associated with that role along with any other duties reasonably assigned.

2. Compensation & Benefits

Employee's starting [salary/hourly rate — specify which] is [Amount, e.g., \$80,000] per [year/hour — specify], paid [pay frequency, e.g., "bi-weekly"]. Employee is eligible for [Company name]'s standard benefits, subject to plan terms and any waiting periods.

3. At-Will Employment

Employment under this Agreement is at-will: either party may end it at any time, with or without cause or notice, except as otherwise required by law. [Confirm this matches the default and any exceptions in the employee's work state.]

4. Confidentiality

Employee agrees to protect [Company name]'s confidential information and trade secrets both during and after employment, and not to use or disclose them for any purpose outside of Employee's duties to [Company name].

5. Intellectual Property

Work product Employee creates within the scope of employment, using Company resources, or relating to Company's business belongs to [Company name]. [Some states — e.g., California Labor Code §2870 — exclude an employee's own time/resources inventions unrelated to the business from this kind of assignment; confirm this section matches the law where Employee works.]

6. Outside Activities

Employee may not engage in outside work or activities that conflict with Employee's duties to [Company name] or that use Company's confidential information or resources without prior written approval.

7. Termination

Upon separation for any reason, Employee will return all Company property and confidential information, and Sections 4–6 above survive termination.

8. Governing Law

This agreement is governed by the laws of the State of [State].

Signatures

By signing below, each party agrees to these terms.

[Employer name] ("Company, by")

Signature: _____ Printed name: _____ Date: _____

[Employee name] ("Employee")

Signature: _____ Printed name: _____ Date: _____

This template is a general starting point, not legal advice — customize it and have it reviewed for your situation.