C O M P A N Y L E T T E R H E A D

# Date: (Current Date)

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 RED in the printed contract.**