

## COMPANY LETTERHEAD

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Date:.....

### (SPECIMEN) EMPLOYMENT CONTRACT

This agreement is made between (Your company)..... hereinafter called the first party the Employer and **M/s. Hope International (P) Ltd., License no.: 857/066/067, P.O. Box: 8536, Kathmandu Nepal** hereinafter called in second party the Employee have agreed to work under the following terms and conditions:

**Name of Employee** : .....

**Passport No.** : .....

**Nationality** : Nepali

1.	<b>Profession:</b>	.....
2.	<b>Basic Salary:</b>	.....
3.	<b>Period of Contract:</b>	
4.	<b>Probation period:</b>	
5.	<b>Working hours/ day:</b>	
6.	<b>Overtime:</b>	According to company rule
7.	<b>Accommodation:</b>	
8.	<b>Transportation:</b>	
9.	<b>Medical/ Sick Leave:</b>	As per country's labour law
10.	<b>Leave benefits:</b>	According to company rule
11.	<b>For the termination of employment and final settlement</b>	As per country's labour law
12.	<b>Provision in regard to renewal of contract</b>	As per country's labour law
13.	<b>Provision in regard to compensation</b>	As per country's labour law
14.	<b>Arbitration/ Mode of settlement of disputes</b>	As per country's labour law

#### **In case of Death:**

In the event of death the employee body will be repatriated at the company's expenses and insurance compensation will be provided and end of the determined in according to the law of the land.

Any other terms and conditions not mentioned in this contract will be governed by the labour laws of the employment country.

For and on behalf of

**NAME & STAMP OF THE COMPANY**

\_\_\_\_\_  
**Name of Authorized person**  
**Designation**

\_\_\_\_\_  
**Name of candidate**  
**Designation**

Note (A): (Employment Agreement should be attested in the country of employment by The Chamber of Commerce & Ministry of Foreign Affairs.)