

## 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>	Initially for two years but renewable on mutual consent unless terminated by either party giving in writing at least one month notice of such intention.
4.	<b>Probation period:</b>	..... months from the date of joining
5.	<b>Working hours/ day:</b>	8 hours per day and 6 days a week
6.	<b>Overtime:</b>	According to company rule
7.	<b>Accommodation:</b>	Provided by the company
8.	<b>Transportation:</b>	Provided by the company
9.	<b>Medical/ Sick Leave:</b>	As per country's labour law
10.	<b>Leave benefits:</b>	The employer shall clearly state the weekly holidays, annual holidays and annual vacation specifying no. of days, payment of wages or other compensation which shall be according to the laws of the country of employment.
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): The Employment Contract must be attested thru our Nepal Embassy of host country.