

****EMPLOYMENT STATEMENT****
SAMPLE

Date: _____

Employee Name: _____

Telephone Number: _____

Employee Address: _____

The following terms and conditions will apply to your employment with:

Company Name: _____

Company Address: _____

Start Date: _____

Rate of pay \$_____per hour

and/or

Rate of commission _____per week or month

Anticipated hours of work _____/week

Vacation pay included in wages yes _____no _____

Termination date (if fixed term contract): _____

Signature of Employee

Signature of Employer

Date

Date

****The employment statement provides employees with the terms and conditions of employment and should be given to the employee at the start of employment and at any time those terms and conditions are changed.**