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Consultant Agreement

Name of Consultant: _____

Description of consulting services and proposed payment terms (attach additional information needed):

Proposed maximum dollar amount of Contract pending final university approvals and authorized

Proposed Term of Agreement: _____

Consultant's Last 4 SSN/Individual Tax Identification Number: _____

Mailing address of payee: _____

Street Apt. No. City State Zip Code

Country Telephone Number (with area code)

By signing below, Consultant agrees to the following:

The relationship between Consultant and Brandeis shall be that of independent Consultant and client, and nothing in this Agreement shall be construed as creating the relationship of employer and employee between Brandeis and Consultant.

Brandeis does not provide insurance coverage or benefits to consultants, and does not withhold federal, state or FICA taxes from payments to consultants.

All Brandeis information of which Consultant shall become aware as a result of performing services for Brandeis, including its operations, policies or any other aspect of its business, shall be deemed to be confidential information, and shall not be disclosed by Consultant to any other person, company or other entity not involved in this project, without the express written permission of Brandeis.

Consultant agrees to deliver to Brandeis at the termination of its relationship with Brandeis all documents made, compiled by or delivered to Consultant in connection with the services provided under this Agreement. Such documents shall at all times be the property of Brandeis.

Any work performed under this contract is considered a work for hire, and Brandeis shall have and retain copyright and all other intellectual property rights in any and all documents, works, products or other materials produced by Consultant in the course of the performance of this Agreement.

SAMPLE LETTER FOR A RETIRING EMPLOYEE

Employee's Name
Employee's Position Title
Department
Office Address

Dear,

I want to take this opportunity to confirm that your retirement from your POSITION TITLE will be effective on DATE. I appreciate the many years of service you have given to the DEPARTMENT and the University.

The University is interested in learning about the reasons employees have for leaving the institution, in order to obtain information which may help in efforts to improve the work environment. The department of Human Resources conducts exit interviews with departing employees for this purpose. I am informing the Department of Human Resources of your plans so they may send you the exit survey form and contact you for a confidential interview.

I want to thank you for your service to the UNIVERSITY.

Sincerely,

Supervisor

(Source: Division of Multicultural Affairs at the University of Wisconsin-Milwaukee.)

NONCOMPETE AGREEMENT

This Noncompete Agreement (this "Agreement") is made effective as of _____, by and between Bill Hall Jr. Trucking, Ltd., of 9630 Cagnon Road, San Antonio, Texas 78252, and _____ (owner's name), of _____ (company name), _____ (address, city, state, zip).

In this Agreement, the party who is requesting the non-competition from the other party shall be referred to as "Bill Hall, Jr. Trucking, Ltd.", and the party who is agreeing not to compete shall be referred to as "Owner/Operator".

1. NONCOMPETE COVENANT. For a period of 2 years from completion of project after the effective date of this Agreement, Owner/Operator will not directly or indirectly engage in any business that competes with Bill Hall, Jr. Trucking, Ltd. This covenant shall apply to the geographical area that includes all of the State of Texas.

2. NON-SOLICITATION COVENANT. For a period of 2 years after the effective date of this Agreement, Owner/Operator will not directly or indirectly solicit business from, or attempt to sell, license or provide the same or similar products or services as are now provided to, any customer or client of Bill Hall, Jr. Trucking, Ltd. Further, for a period of 2 years after the effective date of this Agreement, Owner/Operator will not directly or indirectly solicit, induce or attempt to induce any employee of Bill Hall, Jr. Trucking, Ltd. to terminate his or her employment with Bill Hall, Jr. Trucking, Ltd.

3. CONFIDENTIALITY. Owner/Operator will not at any time or in any manner, either directly or indirectly, use for the personal benefit of Owner/Operator, or divulge, disclose, or communicate in any manner any information that is proprietary to Bill Hall, Jr. Trucking, Ltd. Owner/Operator will protect such information and treat it as strictly confidential. The obligation of Owner/Operator not to disclose confidential information shall continue for a period of 2 years after the effective date of this Agreement. Within 7 days after receiving a written request, Owner/Operator will return to Bill Hall, Jr. Trucking, Ltd. all records, notes, documentation and other items that were used, created, or controlled by Owner/Operator.

4. ENTIRE AGREEMENT. This Agreement contains the entire agreement of the parties regarding the subject matter of this Agreement, and there are no other promises or conditions in any other agreement whether oral or written.

AUTHORIZATION LETTER

JANUARY 6, 2011

To Whom It May Concern:

My name is STACY KEACH NAZAL and currently in United Arab Emirates and unable to be present to process my document. In my absence, I hereby authorize my sister, RAFFY LYN NAZAL to process my document from your good office.

I am enclosing a copy of my SSS I.D. for further reference.

Thank you very much.

Sincerely yours,

STACY KEACH NAZAL

Name of Tenant
Address of Tenant
City, State, Zip Code

DATE

Name of Landlord
Address of Landlord
City, State, Zip Code

RE: Lease Renewal

Dear Name of Landlord:

This letter is a formal request to renew the lease on the property at the above address for another year. The lease expires on DATE and I would like to renew it until DATE.

I would respectfully request that you not raise my rent of AMOUNT for the term of the new lease, as I am out of a job and living on my wife's salary. I hope to have a new job within the next few months.

You will also benefit financially because you won't have to advertise for a tenant, screen and background check tenants or pay agent fees if we move out. You will also have no vacancy time.

I hope you will favorably consider my request and respond within two weeks. I can be reached at Phone Number or at Email Address if you have any questions. You may send your acceptance in writing and a new contract lease to the above address.

Sincerely,
Signature of Tenant
Printed Name of Tenant

A contract of employment form may also include a reimbursement provision stating that the company will pay the employee back for expenses job-related expenses like a cell phone, business travel, or relocation. Whether you include a non-compete or not, you should state if the employee will be exposed to confidential information or not, below this section. Termination: The reasons why the employment relationship may be ended. An example of where to detail information about employee benefits in our employment contract template Step 4 - Non-Compete and Confidentiality If you're including a non-compete clause you should include how many months following the employee's termination that they cannot engage in certain activities that may compromise the agreement. Let us take care of the legal so you can focus on running your business. Pros and Cons of an Employment Contract Clearly outlines responsibilities and duties Protects both the employee and employer Offers stability Limits flexibility Administrative burden and costs Cannot immediately fire employees for poor performance Make an agreement using Zegal templates Get help from a lawyer anytime Quickly and easily create any legal agreement for you or your team. Position: Title and description of employee's role/s and responsibilities. Whether you're a startup or a larger enterprise, Zegal lets anyone create a legal agreement. As a reference, people also refer to an employment contract as: Employment Agreement Work Contract Job Contract Contract of Employment Contract of Service Before issuing an Employment Agreement, you should request that the candidate provide an Employment Verification Letter to verify their income and employment history. If you need more help, our "Talk to a Lawyer" feature gives you access to a qualified lawyer to get all the expert advice you need. An example of where to include a non-compete clause, if you require one, in our employment contract template You may want to include a non-compete clause if you don't want the employee to share information learned during employment with competitors or even start their own business with that information. Executive employment contract - outlines contractual obligations and expectations between a usually highly compensated executive and an employer. Firstly, the principal is the individual who purchases the bond agreement and risks violating its terms. In other words, the employee is free to quit at any time, and the employer is free to fire the employee at any time - as long as the basis of dismissal is not deemed as wrongful termination. This sample letter of agreement between employer and employee, Susan C Clarke and Rodolph M Hettinger will become legally binding once signed by both parties. You should also cover how much compensation the employee will receive for any overtime and then any additional compensation they will be entitled to, such as commission. Start Date: When the employee will start working for the employer. Non-solicitation: Employees may not recruit other co-workers to join them when they leave the company. When enforcing employment bond agreements, it is important to note the three key players that govern this relationship between the company and its employee. The surety is also the party responsible for paying the initial value of the claim being violated. Finally, the agreement may also stipulate monetary penalties applicable to the employee should they leave before the term of their contract is complete. Who needs an Employment Bond Agreement? This fidelity bond acts as a form of insurance, protecting the company against any type of losses it may suffer as a result of an employee's dishonest or fraudulent behaviour. Temporary or fixed-term employment contracts - for employees that work part-time or full-time and are employed for a fixed period of time or are employed temporarily with no fixed end date but termination is expected on notice. Additionally, an employment contract can require employees to give a certain amount of notice before quitting, so they can help hire or train their replacements. You will also want to include if there will be a probation period for the employee, and if so, how long it will be. However, it may also be used to set restrictions on what the employee can do after their term of employment with the company ends. However, many standard employment agreements also include provisional clauses that offer further legal protection for the company: Non-compete: A non-compete agreement prohibits the employee from working for competing companies or competing with the employer if they leave, including misusing confidential information. An employment contract (or employment agreement) defines the terms of a legally binding agreement between an employee and employer such as compensation, duration, benefits, and other conditions of the employment relationship. An example of where to include severance information in our employment contract template Employment Contract Template & Sample (PDF & Word) The standard employment contract template below defines all necessary terms of an employment relationship - terms that become legally binding when signed by the employer and employee. An employment contract offers legal protection to both an employee and employer. Step 3 - Compensation and Employee Benefits In this section, you should include the base salary of the employee and how often they will be paid, such as once a week or once a month. Employment Contract Example The employment agreement example below details an agreement between the employer, Susan C Clarke, and the employee, Rudolph M Hettinger. Work for Hire Clause: Anything created by the employee at work belongs to the company. An example of where to include term and probationary period information in our employment contract screenshot Typically, a probationary period is between three and six months. Benefits: Details about disability protection, health insurance, vacation, sick days, paid time off (PTO), maternity leave, and any other benefits. Types of Employment Contracts There are various different types of employment contracts to accommodate the different employment statuses of individuals. Employer: Name of the company hiring the employee. For example, the set of functions an employee will perform, and the salary the employer agrees to pay in return. Save money and time without sacrificing quality or missing vital legal requirements. How To Write an Employment Contract? An example of where to include compensation details in our employment contract template Employee benefits, such as paid time off, sick leave, and how the employer will reimburse the employee when it comes to expenses, should also be addressed. Compensation: Amount of money paid per hour, week, or month, including any overtime, bonus(es), or commission, and the compensation schedule. Some of the most popular types of employment contracts include: Permanent employment contracts - for employees who will work regular hours (part-time or full-time), are paid a salary or hourly rate, and are ongoing until terminated by either the employer or the employee. Other employment contracts you may want to consider include: Freelance contract Independent contractor agreement What is Included in an Employment Agreement? If you need something more detailed you can use a non-compete agreement. Agency Provision: Clarifies that the employee does not have the authority to enter into a contract on behalf of the employer unless there is written consent. What to include in an Employee Bond Agreement While the contents of an employee bond agreement vary greatly between companies depending on its purpose, most agreements will include the time period for which an employee is bound by the agreement, the date on which remuneration is issued to employees, allowances for other amenities such as technology and transport, the company's attendance policy and so on. It is also important to note that the time period for which an employee has to remain with the employer should be reasonably dictated by the company. This is usually a good amount of time to see if a new employee is a good fit for your company. The party being protected from such violations of contract is called the obligee and the surety is the company issuing the bond. Clearly put the business name and name of the employee involved. Susan C Clarke agrees to employ Rudolph M Hettinger as a Personal Assistant. Avoid mistreatment and legal repercussions for both parties by drafting an employment contract today. Furthermore, by documenting clear expectations and job responsibilities, and employment agreement letter allows employers to discipline and fire employees who do not meet work performance standards. Most commonly, it is used in order to outline restrictions on employees for joining a company. Note: You should use an Independent Contractor Agreement if you are hiring a business or self-employed person to accomplish a short-term project or task. In the event a dispute arises, both parties can refer to the original terms agreed to at the beginning of the working relationship. An employment contract recognizes a legal business relationship between an employer and an employee. For example, you may have all new employees sign a 1-year employment contract with an option for extension upon review. This agreement may also include a non-compete clause to prevent the employee from engaging in direct competition after they leave the company. Ultimately, however, the surety would be able to pursue a claim against the employee for the sum of money to replace training and other relevant expenses. Legal agreement between employee and employer Outlines responsibilities, compensation, and benefits Different types of employment contracts for different work statuses Table of Contents What is a Contract of Employment? An example of where to include party information in our employment contract template Step 2 - Term and Probationary Period Next, you will want to outline what the term of the employment contract is, such as if it's permanent, temporary, or at-will. Furthermore, the employee is not allowed to ask the company's clients or customers to follow them to their new company. Zegal's comprehensive collection of agreements means you always have what you need at your fingertips. It is typically negotiated between the two parties and can involve legal assistance. An employment bond agreement is a legal contract establishing a fidelity bond between two parties; typically a company and its employee. Probationary Period: A period of time where the employee is essentially "on trial" and may be terminated if deemed unsuitable. Essentially, the terms of employment are set out, subsequently creating a form of insurance for the company against the possibility of its employee potentially part-taking in dishonest or fraudulent acts. Different types of Employment Bond Agreements Employment Bond Agreements are signed for a number of various purposes. The employer cannot stipulate within a contract an unreasonable length of employment period and this would differ from one company to another. Conclusion Essentially, an employment bond agreement creates a fidelity bond between the employer and employee. Term: Indefinite or fixed amount of time the employee is expected to work. Step 5 - Termination and Severance It's crucial that you include details about the termination of the employment agreement, stating how much notice the employee must give to the employer and vice versa. A simple employment contract will identify the following basic elements: Employee: Name of person being hired to work. Without a written employment agreement form, an at-will employment contract is usually implied. Straightforward pricing plans and bespoke packages built to simplify all your legal demands. This may be particularly useful for companies who provide potentially high risk information or valuable company assets and finances to their employees. The contract of employment outlines the rights and responsibilities of both parties for the duration of employment. If you live in California, Montana, North Dakota, and Oklahoma, however, restrictive covenants are not allowed and employees are allowed to work for competitors. It acts as insurance or protection for the employer against potentially fraudulent behaviour during and even after the employee's contract with the company has concluded. You Might Also Like Along with this document, make sure you see these other templates in our library: The Zegal Template Library Zegal's template library is a list of essential and premium business templates for your everyday legal needs. Try it for free today! Any severance entitlement should also be included in this section. Here's a step-by-step to writing an employment contract: Step1 - Identify the Parties You will want to start the employment contract by stating which parties are entering into the contract.

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