
14. Employee Contract

[employee]

Date

[address]

Dear [employee name],

The following constitutes the employment contract between [designer inc], employer, and [employee name], employee.

You shall devote your full time and best efforts to the activities laid out in your job description and perform these activities to the best of your ability. The starting job title for your employment is [position].

You will be compensated on a salary basis. Your starting salary will be [\$] annually. This salary will be paid on the basis of twenty-six (26) equal pay periods. Your employment may be terminated by either party upon written notice.

As a condition of accepting this contract, you are required to understand and agree to the following provisions:

1. During my employment, I will not independently accept, or work on graphic design assignments for payment, except those approved by [designer inc].
2. During my employment or thereafter at any time, I will not disclose to others or use for my own benefit any trade secrets or confidential information pertaining to the business activities of [designer inc] or its clients.
3. During my employment, I will not copy for my personal use any of the electronic files of [designer inc], or any electronic files, including software programs and fonts, licensed to [designer inc] for its exclusive use.
4. Upon termination of employment for any cause whatsoever, I will not continue to work on assignments that I began at [designer inc], except those approved by [designer inc].
5. Within ninety (90) days of termination of employment for any cause whatsoever, I will not solicit or accept work from any individual or firm that has been a client of [designer inc] within the past year, except those approved by [designer inc].
6. Upon termination of employment for any cause whatsoever, I will surrender to [designer inc] in good condition any and all records in my possession regarding the company's business, suppliers, prospects and clients. Further I will not make or retain copies of these records.

If signed, this becomes a legally binding agreement. One copy shall be placed in your employment file. The second copy should be retained by the employee.

Sincerely,

I fully understand and agree to the above-mentioned employment requirements.

Signature
[principal, designer inc]

Signature
[employee name]

Date

Date
