

**Industries Department, Haryana**  
**Template regarding Commercial Contracts**

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*\*Disclaimer - This legal form and document is for reference only. Any document that you enter into, should be in consultation with an Advocate or a Solicitor. The Government will not be responsible for any claim arising out of the use of the following document.*

**(1)Basic Hiring Contract**

Between **A..... known as “Employer”**

and

**B..... known as “Employee”**

We enter into this agreement (“Agreement”) on {date}.

A) Employer and Employees agree to the following provisions as conditions for Employee’s employment at {name of company}:

- 1) Employee will hold the position of {name of position} at {name of company}.
- 2) Employer will pay the Employee salary of Rs.....as compensation for this position.
- 3) Employer will provide Employee with the following benefits:

(a) .....

(b) .....

(c) .....

(d) .....

4) Employee is eligible for certain performance bonuses based on his performance. (as per schedule)

5) This agreement will terminate on a certain date, at the discretion of other party, or will be up for renewal at certain times.

6) {any additional provisions necessary for the completion of this contract}

B) Invalidity or unenforceability of one or more provisions of this Agreement shall not

affect any other provision of this Agreement.

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C) This agreement is subject to the laws and regulations of the Government.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

**Note:** *In case of a company, incorporated under the provisions of Companies Act, address of the Registered Office of the Company, Corporate Identity Number (CIN) and email/Telephone Number etc. be also mentioned.*

TEMPLATE