



EMPLOYMENT AGREEMENT QUICK CHECKLIST

A QUICK CHECK BEFORE YOU SIGN OR ISSUE
AN EMPLOYMENT AGREEMENT.



1. PARTIES & DESIGNATION

Verify the names of employer and employee, job title, and place of work.

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2. DATE OF JOINING & TERM

Check the date of joining and whether the employment is for a fixed term, project-based or permanent.

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3. SALARY & BENEFITS

Confirm the salary structure, allowances, bonuses, reimbursements and mode of payment.

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4. WORKING HOURS & LEAVE

Review working hours, weekly offs, leave entitlement and holiday policy.

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5. ROLES & RESPONSIBILITIES

Ensure the job responsibilities and reporting structure are clearly defined.

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6. CONFIDENTIALITY & IP RIGHTS

Check confidentiality obligations and ownership of intellectual property and work product.

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7. NON-COMPETE & NON-SOLICITATION

Review any restrictions on competing with or soliciting clients/employees after employment.

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8. TERMINATION TERMS

Understand the notice period, grounds for termination, and exit process.

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9. APPLICABLE LAW & DISPUTE RESOLUTION

Check governing law and dispute resolution mechanism (Arbitration / Mediation / Courts).

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10. SIGNATURES & COPIES

Ensure the agreement is signed by both parties and each party has a copy.

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REMEMBER:

A clear employment agreement protects both the employer and employee.
Read carefully. Clarify doubts. Sign with confidence.



CLEAR TERMS. STRONG RELATIONSHIPS.

Well-drafted agreements build trust, prevent disputes and secure your future.



NEED LEGAL HELP?

We're here to draft, review and negotiate employment agreements for you.



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