



こちらはサンプルですので、御社でこの書式を使用される場合には、御社の労働条件に沿った独自の内容を盛り込み正確な雇用契約書を作成されることをおすすめいたします。

EMPLOYMENT CONTRACT

<< Name of the Employer >> (the “Company”) and << Name of the Employee >> (the “Employee”) hereby enter into the following contract of employment.

1. Term of Employment:

This contract will be effective for the period from January 1, 2006 to December 31, 2006 (one year with the possibility of renewal).

The first three months of employment shall be a probationary period during which the Company shall evaluate the Employee's work behavior and skills, followed by regular employment.

2. Place of Work:

The Employee will be located at the Employer’s head office (give address).

3. Duties of Employee:

The Employee agrees to perform duties as attached.

4. Working Hours:

9:00 am to 6:00 pm (Rest period 12:00 pm to 1:00 pm) from Monday through Friday.

5. Holidays

Holidays include Saturdays, Sundays, national holidays provided by the law concerning national holidays, summer holidays (five days).

6. Overtime Work

Applicable.

7. Annual Paid Vacation Days

The employee will be entitled to paid vacation as stipulated in the Japanese Labour Standards Law. Also the employee shall have twelve annual paid vacation days that may be taken in half days (morning or afternoon).

Unused vacation days may be carried over to the next year only.

8. Salary:

The employer shall pay the employee a monthly rate of JPY300,000. The salary will be paid on the 25th of each month. Overtime Allowance within legal hours is JPY2,000 also outside of legal hours is paid in accordance with the Labor Standards Law.

9. Allowance:

The Employer shall pay the actual commuting cost in accordance with the Company Transportation Policy from the Employee's place of residence to working place.

10. Social Insurance:

The Employee shall be covered by health insurance, employee pension, employment insurance and Workers' Accident Compensation Insurance.

11. Termination of Employment:

The Employer may terminate this contract with reasonable necessity due to its business operations at any time by giving one month prior written notice to the Employee. The Employee may terminate this contract at any time by giving one month prior written notice to the Employer.

12. Confidentiality:

Employees, while employed by the Company and after termination of employment, may not disclose, use for any other purposes or leak Company or Company director, employee, customer or other confidential or personal information obtained during the Employee's work without a valid reason.

In the event that the Employee intentionally or unintentionally violates the above, the Employee must compensate the Company for damages.

13. Remarks:

In the event for which no provision is found herein, the Japanese Labour Standards Law or those other pertinent laws, ordinances, or regulations shall apply. This agreement shall take effect upon receipt from the Japanese government of work and residence permission or renewal of that permission.

Date: _____ day of _____, 2005

Employer (Company's Name:)

Taro Yamada, Human Resources Director

<< Company Name >>.

<< Address >>

Employee

<< Employee's Name >>

<< Address >>
