

EMPLOYMENT CONTRACT

Tööleping — pursuant to Estonian Employment Contracts Act (TLS)

This Employment Contract is concluded under the laws of the Republic of Estonia, in particular the Employment Contracts Act (Töölepingu seadus, TLS) and the Law of Obligations Act (Võlaõigusseadus, VÕS). Jurisdiction: courts of the Republic of Estonia.

EMPLOYER (Tööandja):

Company name: _____
Registry code: _____
Registered address: _____
Representative (board member): _____
Email: _____

EMPLOYEE (Töötaja):

Full name: _____
Personal ID code (isikukood): _____
Address of residence: _____
Email: _____
Bank account (IBAN): _____

1. POSITION AND DUTIES

Job title: _____
Department / unit: _____
Workplace (address or "remote"): _____

Detailed _____ duties:
_____ (see also
annex "Job Description" if attached).

2. TERM AND PROBATION

Start date: _____
Type: indefinite / fixed-term (specify end date): _____
Probation period (months, max 4 per TLS § 86): _____

3. WORKING TIME

Standard full-time: 40 hours per week (8 h × 5 days). Part-time: _____ hours per week. Working hours: _____ (start-end) Monday–Friday. Overtime by mutual agreement, paid at 1.5x rate (TLS § 44).

4. REMUNERATION

Gross monthly salary (EUR): _____
Salary payment date (e.g., 5th of next month): _____
Bonus / variable pay (if any): _____

Salary is paid to the Employee's bank account by bank transfer. Employer withholds income tax (~22%), unemployment insurance (1.6%), and social tax (33% — employer cost).

5. ANNUAL LEAVE

The Employee is entitled to 28 calendar days of paid annual leave per year (TLS § 69). Leave is scheduled per annual leave plan (TLS § 70) by January 31st. Notice for leave: 14 days minimum.

6. CONFIDENTIALITY

The Employee shall not disclose to third parties any confidential information of the Employer (trade secrets, customer data, technical know-how, financial information) during employment and for ____ years after termination. Breach triggers liability per VÕS § 162.

7. NON-COMPETE (if applicable, TLS § 23-27)

& Applies / & Does not apply. If applies: term ____ months post-termination, compensation ____ % of monthly salary during restricted period (mandatory by TLS § 25). Geographic scope: _____.

8. INTELLECTUAL PROPERTY

All works (code, designs, documents, inventions) created by the Employee in the course of employment belong to the Employer pursuant to AutÕS § 32 (work-for-hire). For inventions outside scope of duties: separate compensation negotiated under TLS § 24.

9. TERMINATION

9.1. Either party may terminate the indefinite contract by giving 30 calendar days written notice (TLS § 85). During probation: 15 days notice (TLS § 87).

9.2. Termination for cause (employer): TLS § 86, § 88 (warning + opportunity to correct).

9.3. Termination for cause (employee): TLS § 91 (immediately for material breach by employer).

9.4. All written notices to be sent to the addresses above or registered post.

10. GOVERNING LAW AND DISPUTES

Governing law: Republic of Estonia. Disputes shall be resolved through negotiation first; failing that, by Estonian courts of competent jurisdiction. Estonian language version (if attached) prevails in case of conflict.

Place: _____ Date: _____

EMPLOYER

EMPLOYEE

(allkiri, kuupäev)

(allkiri, kuupäev)

Note: this template follows the Estonian Employment Contracts Act (TLS). It is NOT suitable for "at-will" employment (e.g. US) or other jurisdictions. For complex cases (stock options, vesting, multi-jurisdiction) consult a lawyer. Template by dokud.ee — informational, does not replace legal advice.