



Short form Employment Agreement

[Company Name, Address]

April 25, 2001

Re: Employment Agreement

Dear

XYZ Trading Co. (“XYZ Trading”) and all of our staff members welcome you to the XYZ Trading. As you may be well aware, XYZ Trading produces _____.

We offer the following terms for your employment as _____ with XYZ Trading. Please read carefully and ask our staff for any questions you might have. Also, please be advised that your employment with XYZ Trading is “at will.” Your employment with XYZ Trading is on an indefinite basis and is not for a specified period of time. It can be terminated either by yourself or XYZ Trading at any time, with or without cause or advance notice. No one other than the president of XYZ Trading may make any agreement contrary to the foregoing, and any such contrary agreement would have to be in writing signed by the president of XYZ Trading.

As _____, your responsibility will include:

- 1) Assisting day-to-day business activities at XYZ Trading under the supervision of the XYZ Trading’s management and office manager;
- 2) General office management; and
- 3) Any other activities the XYZ Trading management deems proper.

As to your compensation for your services rendered:

- 1) You will be compensated for bi-monthly salary of \$ _____ or hourly payment of \$ _____ including any applicable federal, state and local taxes;

2) Health and dental insurance is optional. Said insurance is not included in the monthly salary shown above. If you desire to participate in the business's insurance coverage, you must pay one-third (1/3) of any applicable charges in connection with the insurance separately.); and

3) Unless explicitly stated in subsection 1) above, you are not entitled to any overtime payments as a salary employee to the maximum extent that law allows.

Your work hours are as follows:

- 1) _____:00 a.m. to _____:00 p.m., _____ through _____.
- 2) You are entitled to a break as shown below:

You are entitled to vacation as follows:

Regular full-time employees earn paid vacation leave for each month actually worked according to the following schedule:

<u>Months of Full Time Service</u>	<u>Vacation Accrued Total Annual</u>
1-12 months	None
13-24 months	5 days (40 hours)
Over 24 months	7 days (56 hours)

You may not accumulate vacation and carry it over into the next or any subsequent year. Pay in lieu of vacation is allowed at the end of each year upon your written request to the president on or before the end of each year.

Scheduling vacation leave must be approved by the president in advance. Requests for vacation must be submitted to the president in writing. No vacation is earned during unpaid leaves of absence. Part-time employees who work less than forty (40) hours per week do not earn vacation.

Holidays

Full-time employees who have been employed with XYZ Trading for more than one (1) year are entitled to the following paid holidays:

President's Day	Thanksgiving Day	Memorial Day
Christmas Day	Independence Day	New Year's Day
Labor Day		

Leave of Absence

Leave of absence is unpaid. If you wish to return to work after leave of absence, you are entitled to discuss the possible position and title

with the president. XYZ Trading will consider your request in accordance with any applicable laws and regulations.

XYZ Trading may provide you with an employee handbook which provides more detailed information regarding your employment with this business. Again, welcome to XYZ Trading, and we all look forward to working with you.

Very truly yours,

Dated: _____

XYZ TRADING CO., a California
corporation

By: _____
George W. Bush, President

Accepted and acknowledged:
I will commence my employment with XYZ TRADING RUBBER CO. on
_____.

Dated: _____

By: _____