

[Company Name]

No.: ... / ...

SOCIALIST REPUBLIC OF VIETNAM

Independence – Freedom – Happiness

LABOR CONTRACT

- Pursuant to the Labor Code 2019;

Today, on ... day ... month ... year 2025, at Company, we comprise:

Party A: Employer

Company name:

Address:

Telephone:

Representative: Position: Nationality: Vietnamese

Party B: Employee

Mr./Ms.:		Nationality:
Date of birth:		Place of birth:
Occupation:		Gender:
Permanent address:		
Current residence:		
ID Card/Citizen ID No.:	Date of issue:	Place of issue:

The two Parties agree to enter into this Labor Contract and commit to fully comply with the following terms and conditions:

Article 1: Job, Workplace and Contract Term

Contract type:	... month contract – Signing time:...		
From:		To:	

- Workplace:

- Department:

+ Division/Office:

+ Professional title (position):

- Job duties include:

- + Performing work in accordance with the assigned professional title under the management and direction of the Board of Directors (and individuals appointed or authorized).
- + Coordinating with other departments and divisions of the Employer to maximize work efficiency.
- + Completing other tasks as required by the Employer's business needs and decisions of the Board of Directors (and authorized persons).

Article 2: Salary, Allowances and Other Additional Payments

Basic salary:	VND/month	Allowances:VND/month
Other additional payments: In accordance with the Company's specific regulations.				

- Salary payment method: Cash or bank transfer.
- Salary payment time: Salary shall be paid on the ... day of each month.
- Salary increase and promotion policy: The Employee shall be considered for salary increase and promotion based on work performance and the Employer's regulations.

Article 3: Working Hours, Rest Time, Labor Protection, Social Insurance

- Working hours: ... hours/day, ... hours/week.
- Weekly rest day: Sunday.
- Working schedule from Monday to Saturday:
 - + Morning: 8:00 AM – 12:00 PM.
 - + Afternoon: 1:00 PM – 5:00 PM.
- Public holidays, Tet holidays, and annual leave:
 - + The Employee is entitled to public holidays and Tet holidays in accordance with the law. If a public holiday falls on a Sunday, a compensatory day off shall be arranged before or after, subject to the Company's management decision.
 - + Employees who have signed an official labor contract and have completed 12 months of service are entitled to paid annual leave (01 day per month, totaling 12 days per year). Employees with less than 12 months of service shall have annual leave calculated proportionally to their actual working period.
- Working equipment and tools shall be provided by the Company based on job requirements.
- Occupational safety and hygiene conditions at the workplace shall comply with current legal regulations.
- Social insurance, health insurance, and unemployment insurance: In accordance with the law.

Article 4: Training, Benefits, Rights and Obligations of the Employee

- Training and development: The Employee shall receive training and professional development at the workplace or be sent for external training in accordance with Company regulations and job requirements.

- Rewards: The Employee shall be encouraged with material and spiritual rewards for achievements at work or in accordance with Company policies.
- Other agreed benefits include: lunch allowance, fixed bonuses, fuel support, phone allowance, housing, uniforms, etc., in accordance with Company regulations.
- Obligations of the Employee:

+ To comply with this Labor Contract.

+ To perform duties with dedication, diligence, and responsibility, ensuring the highest work efficiency as assigned and directed (in writing or verbally) by the Board of Directors (and authorized persons).

+ To complete assigned tasks and be ready to accept any work reassignment when required.

+ To understand and strictly comply with labor discipline, occupational safety, hygiene regulations, fire prevention and fighting regulations, corporate culture, internal labor rules, and Company policies.

+ In case of being sent for training, the Employee must complete the course on schedule, commit to long-term service for the Company after completion, and shall receive full salary and benefits during the training period.

If the Employee fails to continue working for the Company after the training course, the Employee must reimburse 100% of the training costs and all benefits received during the training period.

+ Compensation for material damages: In accordance with the Company's internal regulations and applicable laws.

+ To propose solutions to improve work efficiency and minimize risks; such proposals are encouraged to be made in writing.

+ Personal income tax (if any): Shall be borne by the Employee. The Company shall withhold tax before payment in accordance with regulations.

Article 5: Rights and Obligations of the Employer

1. Obligations:

To fully implement all committed conditions under this Labor Contract to enable the Employee to perform work effectively and to ensure employment in accordance with the signed contract.

To pay fully and on time all salary, benefits, and entitlements to the Employee in accordance with this Labor Contract and the collective labor agreement (if any).

2. Rights:

To manage and assign work to the Employee in accordance with the Labor Contract (including arrangement or reassignment of work suitable to professional expertise).

To temporarily transfer labor, suspend work, amend, suspend, or terminate the Labor Contract, and apply disciplinary measures in accordance with applicable laws and Company regulations during the validity of the Contract.

To claim compensation and lodge complaints with competent authorities to protect its legitimate interests if the Employee violates the law or the terms of this Contract.

Article 6: Other Agreements

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Article 7: Implementation Provisions

Labor-related matters not specified in this Contract shall be governed by the collective labor agreement (if any); if none exists, applicable labor laws shall apply.

This Contract is made in two (02) copies of equal legal validity; each Party retains one (01) copy and the Contract takes effect from the date of signing.

Any appendices to this Labor Contract shall have the same legal validity as this Contract.

EMPLOYEE
(Signature, full name)

EMPLOYER
(Signature, full name)