Employment Contract - sample (Nigeria)

EMPLOYMENT CONTRACT

Private & Confidential

BETWEEN: [EMPLOYER'S BUSINESS NAME], of [business address, Lagos] (“the Employer”) of the one part;

AND: [EMPLOYEE'S FULL NAME], of [employee's address] (“the Employee”) of the other part.

1. POSITION AND DUTIES
The Employer hereby employs the Employee as [Sales Assistant], and the Employee accepts such employment. The Employee shall: [attend to customers, keep the shop floor stocked and tidy, record each day's sales and bank the takings], and shall perform such other duties as the Employer may reasonably assign.

2. COMMENCEMENT AND PROBATION
Employment commences on [1 December 2026]. The first [3] months constitute a period of probation, during which either party may terminate this contract with [one week's] written notice. Confirmation of employment will be communicated in writing on satisfactory completion of probation.

3. REMUNERATION
The Employer shall pay the Employee a salary of [One Hundred and Twenty Thousand (NGN 120,000) Naira Only] per month, payable not later than the 28th day of each month, subject to statutory deductions (including PAYE tax and the Employee's pension contribution where applicable).

4. HOURS AND PLACE OF WORK
The normal working hours shall be [Monday to Saturday, 8:00am to 5:00pm, with one hour's break]. The principal place of work shall be [the shop at 12 Example Street, Surulere, Lagos], and the Employee may be required to work at such other place as the Employer's business reasonably requires.

5. ANNUAL LEAVE AND SICK LEAVE
The Employee shall be entitled to [15] working days of annual leave for each completed year of service, to be taken at times approved by the Employer. The Employee shall further be entitled to paid sick leave of up to twelve working days in any calendar year, on the certificate of a registered medical practitioner.

6. CONFIDENTIALITY
The Employee shall not, during or after the termination of this employment, disclose to any person any confidential information relating to the business, affairs, customers or finances of the Employer, except as required by law.

7. TERMINATION AND NOTICE
After probation, either party may terminate this employment by giving [one month's] written

notice (or payment in lieu). The Employer may terminate summarily for gross misconduct. All Employer property shall be returned on the last day of employment.

8. GOVERNING LAW
This contract shall be governed by the laws of the Federal Republic of Nigeria.

IN WITNESS WHEREOF the parties have executed this contract on the date first written above.

_____
For: [Employer's business name] - Employer - signature & date

_____
[Employee's full name] - Employee - signature & date

The floors behind the brackets (Labour Act, Cap L1 LFN 2004, for a 'worker' as s.91 defines one): a written statement of terms within three months of engagement (s.7); notice after probation of at least one day, one week, two weeks or one month by length of service (s.11(2)) - the contract's one month is above that floor; wages at intervals of not more than one month (s.15); paid sick leave of up to twelve working days a year (s.16); at least six working days' holiday after twelve months (s.18). The salary shown is above the national minimum wage of NGN 70,000 a month (National Minimum Wage (Amendment) Act 2024).