# 最新员工劳动合同书电子版(二十八篇)

来源：网络 作者：梦醉花间 更新时间：2025-04-12

*员工劳动合同书电子版一法定代表人：公司地址：乙方：性别：居民身份证号：联系电话：家庭地址：为明确公司与员工双方的权利与义务，促进公司各项经营活动正常，健康有序的开展，本着公司与员工之间互惠、互利、平等协商的原则，公司与员工既享有合同规定的权...*

**员工劳动合同书电子版一**

法定代表人：

公司地址：

乙方：

性别：

居民身份证号：

联系电话：

家庭地址：

为明确公司与员工双方的权利与义务，促进公司各项经营活动正常，健康有序的开展，本着公司与员工之间互惠、互利、平等协商的原则，公司与员工既享有合同规定的权利，又承担相应的义务，在平等自愿、协商一致的前提下，由公司法定代表人或其授权代表，依法与员工以书面形式签订以下劳动合同书。

一、合同期限为：年月日起至年月日止

二、根据甲方的工作特点，乙方的工作区域为甲方有权按需要在不降低工资待遇的情况下，调整乙方工作岗位及工作区域。

三、劳动报酬：甲方每月日前以货币形式支付乙方工资，月基本工资为元，现金提成按%计算，铺货提成按%计算(月内无退货现象)。

四、乙方销售任务、返利与销售奖罚标准乙方在完年销售任务的100%给予奖励、超额完成销售任务120%给予奖励。

五、乙方责任和义务：

1、乙方每月向公司提供市场月报表，否则扣减该业务员本月工资元。

2、乙方必须将全年销售回款任务分配到各个季度，每季度必须按照以上所定回款任务按时打款提货，超过任务部分提前1个月通知甲方，若未完成季销售回款80%，罚款连续两个季度没完成任务的80%罚款一个月的工资。

3、乙方每月以文字形式向甲方提供客户名单、销售数量、产品流向、库存数量和市场对酒质量、包装、价位进行考察，并对竞品信息进行调研汇总。

4、乙方必须积极维护和管理好自身的市场，保证不向协议约定的经销区域范围外的市场进行倒货、串货等，若在乙方当地发现有其它区域总经销商的倒酒，甲方有义务与乙方一同将其全部收购，收购的酒按收购金额可享受甲方合同返利政策，但乙方不得捏造事实，诬陷其它区域总经销商，或夸大数量，一经甲方调查核实，给予罚款。

六、本协议壹试叁份，甲方执贰份，乙方执壹份，双方签字或盖章产生法律效力。

年月日

乙方：

年月日

员工劳动合同5

甲方(用人单位)

乙方(劳动者)

合同履行地：

根据《中华人民共和国劳动法》、《中华人民共和国劳动合同法》及其它相关法律法规的规定，甲乙双方本着自愿平等、协商一致的原则，同意签订本劳动合同，并共同遵守本合同所列条款：

第一条合同期限及试用期

(一)合同期限

本合同为固定期限合同，合同期限从年月日起至年月日止。

(二)试用期

试用期为一个月，从年月日起至年月日止。在试用期间如乙方不符合甲方的录用标准，甲方可以随时解除本劳动合同;如乙方需解除本劳动合同，必须提前三天书面通知甲方。

第二条工作岗位和要求

(一)根据甲方工作需要，乙方同意在甲方暂时安排的从事工作。

(二)在合同履行期间，鉴于甲方生产经营的特殊性以及乙方的工作能力、工作表现，甲方可以适时、合理调整乙方的工作岗位和工作区域，乙方应服从甲方的正常人事管理和工作调动安排。

(三)乙方应按甲方的要求，按时完成规定的工作数量，达到规定的质量标准，服从甲方对其工作成果的监督、考核等处理，并遵守甲方的规章制度。

第三条工作时间和休息休假

(一)甲方依据我国现行的劳动法律法规安排乙方的工作时间和休息时间，乙方应服从甲方安排的工作时间和休息时间。

(二)因甲方行业的特殊性，确定乙方的工作时间为综合计算工时制。

(三)在节假日安排乙方工作的，甲方将根据考勤记录安排乙方补休同等时间或计发加班工资。

第四条劳动报酬

(一)甲方根据政府有关薪资管理规定和乙方所担任的职务确定其相应的劳动报酬。具体的薪资标准为：

(1)乙方在试用期内工资为元/月。

(2)经甲乙双方协商一致，乙方按照甲方考核转正后，甲方对乙方实行基本工资和加班工资相结合的内部工资分配办法。

(3)乙方同意遵照甲方《员工手册》和《员工绩效考核管理制度》的有关规定进行考核，乙方如果连续两个月绩效考核不合格，甲方有权对其做出再培训或调岗安排。如经培训或调岗后考核仍不合格的，则甲方有权对乙方做出降薪、降职和解除劳动合同且不做任何经济补偿或赔偿。

(二)甲方以银行转账形式支付工资并按月发放，发薪日期定为每月15日，逢节假日时将顺延。

(三)甲方有权按照公司的薪资标准和考核制度合理调整乙方工资。甲方实行新的工资制度或乙方的工作岗位发生变动时，甲方可以按照公司的相关规定适时、合理地调整乙方的工资待遇。

第五条劳动保护和劳动条件

(一)甲方为乙方提供符合国家规定的劳动安全卫生条件和必要的劳动防护用品。

(二)乙方在劳动过程中必须严格遵守甲方所规定的安全操作规程。

第六条劳动纪律和规章制度

(一)甲方依法根据我国现有的相关法律法规、政策制定的各项规章制度(包括《员工手册》)作为本劳动合同的附件，乙方签订本合同时，已阅知并理解甲方的各项规章制度及《员工手册》，乙方接受甲方各项规章制度(包括《员工手册》)的约束。

(二)乙方应严格遵守甲方的各项规章制度，服从甲方的管理和指挥，按时优质完成劳动任务，提高职业技能，遵守劳动纪律和职业道德，执行劳动安全卫生规程。如乙方违反劳动纪律，甲方可依据本单位规章制度及《员工手册》，给予相应的行政处罚、经济处罚等直至解除本合同。

(三)乙方离职时应按照甲方的规定办理相关离职交接手续，若因此造成甲方损失的，乙方应予以足额赔偿。

第七条劳动合同的变更、解除、终止、续订

(一)有下列情形之一的，甲乙双方可以变更、终止本合同：

(1)在不损害国家、集体和他人利益的情况下，双方协商一致的;

(2)本合同订立时所依据的客观情况发生了重大变化，经与乙方协商一致的;

(3)由于不可抗力的因素致使本劳动合同无法完全履行的;

(4)劳动合同订立时所依据的法律、法规已修改的;

(5)法律、法规规定的其他情形。

(二)乙方有下列情形之一的，甲方可以解除本合同：

(1)在试用期间，不符合甲方录用条件的;

(2)严重违反甲方规章制度的;

(3)严重失职，营私舞弊，给甲方利益造成损害的;

(4)同时与其他用人单位建立劳动关系，对完成甲方工作任务造成严重影响，或者经甲方提出，拒不改正的;

(5)以欺诈、胁迫的手段或者乘人之危，使甲方在违背真实意思的情况下订立或者变更劳动合同的;

(6)被依法追究刑事责任的。

(三)有下列情形之一的，甲方应当提前三十日以书面形式通知乙方或额外支付乙方一个月的基本工资后，可以解除本合同：

(1)乙方患病或者非因工负伤，医疗期满后不能从事原工作，也不能从事由甲方另行安排之工作的;

(2)乙方不能胜任工作，经过培训或者调整工作岗位，仍不能胜任工作的;

(四)本合同期满前，甲乙双方应提前30天协商劳动合同续订事宜，协商一致的，续签新的劳动合同。协商未成的，本合同到期后自动终止。

(五)如乙方在本合同履行期限内提出解除合同，除本合同另有约定外，甲方不向乙方承担任何补偿或者经济赔偿责任。

第八条法律责任

甲乙双方应严格履行本劳动合同，任何一方违反劳动合同中约定的事项，给对方造成经济损失的，应根据损失情况和责任大小依法赔偿对方的经济损失。

第九条劳动争议的处理

(一)甲乙双方发生劳动争议后，应先协商解决。协商不成的，任何一方可以自劳动争议发生之日起向有管辖权的劳动争议仲裁委员会申请仲裁。对仲裁不服的，可向人民法院提起诉讼。

(二)甲乙双方发生劳动争议期间，甲方不得有恶意处分、惩罚乙方的行为，乙方不得有故意损害甲方利益、形象的行为。

第十条附则

(一)本合同一式二份，甲乙双方各持一份，具有同等法律效力。

(二)本合同自双方签字盖章之日起生效。

(三)本合同未尽事宜甲乙双方可另行签订书面的补充协议。

甲方(盖章)：

负责人或代理人：

签章日期：

乙方签名：

签章日期：

**员工劳动合同书电子版二**

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**员工劳动合同书电子版三**

甲乙双方根据《中华人民共和国劳动合同法》（以下简称《劳动合同法》）和国家、省市的有关规定，遵循合法、公平、平等自愿，协商一致、诚实信用原则，订立本合同。

一、合同期限

（一）合同期限

甲、乙双方同意按以下第壹种方式确定本合同期限：

1、有固定期限：从20xx年03月01日起至20xx年02月28日止。

2、无固定期限：从——年—月—日起至法定的终止条件出现时止。

3、以完成一定的工作为期限：从——年——月——日起至

—————————工作任务完成时止，并以———————为标志。

（二）试用期限

双方同意按以下第贰种方式确定试用期期限（试用期包括在合同期内）：

1、无试用期。

2、试用期从20xx年03月01日起至20xx年05月31日止。

（合同期限三个月以上不满一年的，试用期不得超过一个月；合同期限在一年以上不满三年的，试用期不得超过二个月；三年以上固定期限和无固定期限的合同，试用期不得超过六个月。以完成一定工作任务为期限的合同或合同期限不满三个月的，不得约定试用期。同一用人单位与同一劳动者只能约定一次试用期。）

二、工作内容和工作地点

（一）乙方的工作内容：制造部。

（二）乙方工作内容确定为（填“是”）：（）管理和专业技术类/（√）工人类。

（三）甲方因生产经营需要调整乙方的工作内容，应协商一致，按变更本合同办理，双方签字或盖章确认的协议书或依法变更通知书作为本合同的附件。

（四）乙方工作地点：公司工厂厂区为主。（五）除临时性工作或者短期学习培训外，如甲方需要乙方到本合同约定以外的地点或单位工作和学习培训，应按本合同第七条处理。

三、工作时间和休息休假

（一）甲、乙双方同意按以下第壹种方式确定乙方的工作时间：

1、标准工时制，即每日工作8小时，每周工作5天，每周正常工作不超过40小时，并至少休息一天。

2、不定时工作制，即经劳动行政部门审批，乙方所在岗位实行不定时工作制，每周至少休息一天。

3、综合计算工时工作制，即经劳动行政部门审批，乙方所在岗位实行以（填“是”）：年（）、半年（）、季（）或月（）为周期的综合计算工时工作制。

（二）甲方因生产（工作）需要，经与工会和乙方协商后可以延长工作时间。除《劳动法》第四十二条规定的情形外，一般每日不得超过一小时，因特殊原因最长每日不得超过三小时，每月不得超过三十六小时。

（三）甲方执行法定的及企业依法自行补充的有关工作、休息、休假制度，按规定给予乙方享受节日假、年休假、婚假、丧假、产假、看护假等带薪假期，并按本合同约定的正常工作时间工资及有关政策法规规定的计算方法支付工资。

四、劳动报酬

（一）乙方正常工作时间的工资标准（计算加班工资基数），按下列第（壹）种形式执行，并不得低于当地最低工资标准及本单位集体合同约定的标准。

1、计时工资：xxxxx00元／月（—————————元／周）；

2、计件工资：————————————（70％以上职工在正常工作时间内可以完成的，本项约定方为成立）；

3、其他形式：————————————————。

（二）乙方试用期工资为1200元／月（不得低于第（一）款约定工资的80％或单位同一岗位最低档工资，并不得低于本市最低工资标准）。

（三）甲方依法安排乙方加班的，应按《劳动法》第四十四条的规定支付加班工资。

（四）工资必须以法定货币支付，不得以实物或其他有价证券等形式替代货币支付。

（五）甲方与乙方可以依法根据本单位的经营状况、物价指数情况，经过双方协商或者通过集体协商，确定工资正常增长的具体办法。

（六）甲方给乙方发放工资的时间为：每月10日（或周———）。如遇节假日或休息日，应提前到最近的工作日支付。

五、社会保险

（一）甲、乙双方按照国家和省、市有关规定，参加社会保险，缴纳社会保险费，乙方依法享受相应的社会保险待遇。

（二）乙方患病或非因工负伤，甲方应按国家和地方的规定给予乙方医疗期和享受医疗待遇，并在规定的医疗期内支付病假工资或疾病救济费。

（三）乙方患职业病、因工负伤或者因工死亡的，甲方应按国家和省市的工伤保险法律法规的规定办理。

六、劳动保护、劳动条件和职业危害防护

（一）甲方按国家和省、市有关劳动保护规定为乙方提供符合国家劳动卫生标准的劳动作业场所，切实保护乙方在生产工作中的安全和健康。如乙方工作过程中可能产生职业病危害，甲方应如实告知乙方，并应切实按《职业病防治法》的规定，保护乙方的健康及其相关权益。

（二）甲方按国家有关规定，发给乙方必要的劳动保护用品，并按劳动保护规定每年（年／季／月）免费安排乙方进行体检。

（三）甲方按国家和地方有关规定，做好女职工和未成年工的劳动保护工作。

（四）如甲方违章指挥、强令冒险作业危及人身安全的，乙方有权拒绝，并可以随时解除本劳动合同。对甲方及其管理人员漠视乙方安全和健康的行为，乙方有权要求改正并向有关部门检举、控告。

七、劳动合同的变更、解除、终止

（一）符合《劳动合同法》规定的条件或者经甲、乙双方协商一致，可以变更劳动合同的相关内容或者解除固定期限合同、无固定期限合同和以完成一定工作为期限合同。

（二）除因乙方不胜任工作，甲方可以依法适当调整其工作内容外，变更劳动合同，双方应当签订《变更劳动合同协议书》。

（三）《劳动合同法》规定的终止条件出现，终止本劳动合同。

八、经济补偿金、医疗补助费的发放

解除或者终止本合同，经济补偿金、医疗补助费等发放按《劳动合同法》和国家、省、市有关规定执行。

九、通知和送达

甲乙双方在本合同履行过程中相互发出或者提供的所有通知、文件、文书、资料等，均可以当面交付或以本合同所列明的通讯地址履行送达义务。一方如果迁址或变更电话，应当及时书面通知另一方。

十、因履行本合同发生纠纷的解决办法

乙方认为甲方侵害自己合法权益的，可以先向甲方提出，或者向甲方工会反映，寻求解决。无法解决的，可以向就近的劳动行政部门投诉。属双方因履行本合同发生争议，应当先协商解决；协商不成的，可自争议发生之日起30日内向甲方劳动争议调解委员会申请调解，或者60日内向劳动争议仲裁委员会申请仲裁。

十一、本合同的条款与国家、省、市的新颁布的法律、法规、规章不符的，按新的法律、法规、规章执行。

十二、双方需要约定的其他事项

1．乙方试用期内提出离职未提前3天、转正后提出离职未提前30天的，甲方有权扣除不足天数之工资。如果造成损失的，另外承担赔偿责任。（根据《劳动合同法》第三十七条）

2、乙方未提前30天书面形式向甲方提出解除劳动合同，造成社会保险无法及时停保而产生了社会保险费用的，则此费用由乙方全额承担。（根据《劳动合同法》第三十七条）

3、乙方保证提供的个人证件均为真实和有效的证件。经查实若乙方提供了虚xx，甲方将予以解除劳动合同，并不支付经济补偿金。（根据《劳动合同法》第八条）

4．乙方在工作期间，如严重违反用工单位的劳动纪律和规章制度，甲方有权解除本合同且不负违约责任，不予计发经济补偿金，造成甲方及用工单位经济损失的，乙方还须承担因此而造成的经济赔偿责任，情况严重甲方保留对乙方法律追究的权利。（根据《劳动合同法》第三十九条第二款和第九十条）

5．培训费用的赔偿按照所签订的《xxxxxx有限公司职工培训合同》处理。（根据《劳动合同法》第二十二和九十条）

6、假期、加班等相关待遇按本合同约定的正常工作时间工资作为计算依据。（根据《劳动合同法》第三十条和《广东省工资支付条例》第二十条）

7、乙方发生工伤，所享受的工伤待遇，除法律规定应由用人单位支付的费用外，其他由社会保险机构承担，甲方不再承担其他的责任。（根据《广东省工伤保险条例》）

8、乙方必须遵守用工单位的各项规章制度。甲方遵照用工单位的规章制度对乙方进行管理。若个人资料（如婚姻状况）等有变更，应在三天内向甲方提供有效证件。乙方确定本合同通讯地址为劳动关系管理相关文件、文书的送达地址，如发生变化，乙方应书面告知甲方。（根据《劳动合同法》第八条）

9、劳动合同期限届满，甲方可另行安排乙方不低于原劳动合同约定标准的条件和待遇的工作岗位，因乙方不服从造成劳动合同不续签的，甲方无须支付乙方补偿金（根据《劳动合同法》第四十六条第五款）。

10、工龄计算：以乙方入职本公司之日起核算。

11、乙方试用期间工作表现未能达到甲方要求，经双方协商同意，试用期可以延长至第六个月。

12、员工在xxxxxx有限公司工作期间，应服从公司管理及遵守各项规章制度。

本合同（含附件）一式两份（鉴证时需一式三份，其中鉴证机构留存一份），双方签字后，甲方必须将其中一份交给乙方持有，均具有同等法律效力。甲方不把其中一份交给乙方持有的，视为尚未与乙方签订本劳动合同；发生纠纷时，不得以已签订本合同为由对抗乙方的主张，并由甲方承担相应的法律责任。

甲方：（盖章）乙方：（签名）

张三

法定代表人

（委托代理人）：李四

**员工劳动合同书电子版四**

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