Employment Continuation Agreement

copy of the Employment Continuation Agreement.

The first part of the Memorandum should be completed and distributed to the Employee along with a

Date:	[Date]	
То:	[Employee]	
From:)wner/Founde [Company]	er]
Subject:	Employment Co	ontinuation Agreement
employment with [Co.	•	reemen is to confirm the Agreement to continue you
Please read the agreen	nent carefully.	
We recommend that y	ou also have it reviewed by	y your own qualified legal counsel.
Time is of the essence	4.	
Please sign and return	it to me asap.	
Thank you very much	!	

From JIAN

NOTICE:

We wish we could provide an agreement that was tailored *exactly* to your business. While this is not always possible, we feel that we've come very close and that this document provides you with the head-start that you need to get your deal moving. Nevertheless, we must make this disclaimer:

- Do Not Use This Agreement 'As-Is.'
- This Agreement Is Not Legal Advice.
- Read it Thoroughly and Make All Appropriate Changes to Fit Your Requirements.
- You Should Have this Agreement Reviewed and Approved by a Qualified Attorney at Law Before Using It.
- **Solution** JIAN Accepts No Liability for the Effectiveness of This Document For Your Purposes.

Free Access to Attorneys, Accountants & Consultants in Your Area

We're building a network of business experts who are eager to help you when you need it. They can review your work, make sugget ons, handle unique situations and introduce you to influential people. On our website you can search by expertise and location, then e-mail or jump straight to their website. Although they are professionals and charge for their services, most offer an initial consultation free of charge. They're in your area and you can contact them directly.

Please visit our website under <u>Expert Referral Network</u>.

Ongoing Update Service Keeps You Current

Things change, laws change, the world changes... new ideas come along all the time. When you register, you can access our website to get updates and changes... like new and improved spreadsheets and documents. They can be downloaded directly to your computer.

- Please visit our website under Updates.
- Remember to bookmark our website: www.JIAN.com

Editing Your Sample Contract

Since this entire agreement is formatted in Word, you can edit it like any other Word document. You can jump from variable to variable by clicking the above \longleftrightarrow green arrows (JIAN Menu) which will take you forward / backward and highlight the entire sample text identified within the "[]" brackets – simply edit / type-over with your information.

To make sure your have filled in all the variables, use Word's 'FIND' function to locate any "[]" which may contain an unedited variable.

- Click the icon in the JIAN menu above to turn the expert comments on/off.
- Upon completion, delete any unnecessary blank lines that remain.
- You may format this document any way you like.
- Delete this page.

Employment Continuation Agreement

This is a standard introductory paragraph that lists the date and the parties to the Agreement.

Employer

[Company Legal Name] ("[Company]")

[State] [partnership or corporation or sole proprietorship],

[Address],

[City], [State] [Zip Code]

[Address]

and Employee

residing at

[Address),

Employer and Employee, in consideration of the mutual promises made in this Agreement, agree as follows:

Employment & Term

Section 1 sets the new employment term.

The Employer hereby agrees to employ Employee and Employee agrees to be employed by Employer [Specify period] beginning on the Effective Date above.

Terms & Conditions of Employment

The terms and conditions of the original employment Agreement will apply. Note, that a copy of the original Agreement should be attached to this Agreement. Also, if there will be any modification to the terms and conditions of the original Agreement, those modifications should be listed here.

The parties agree that the employment contemplated in this Agreement shall be governed by the terms and conditions of the Employment Agreement dated [Month, Day, Year], a copy of which is attached hereto and incorporated by reference, and amended as follows:

- Xxx
- Xxx
- XXX
- Section 2.1 sets a new salary for the Employee.
- 2.1 The Employee shall receive an annual salary of \$[000,000] payable in equal [bi-weekly] installments on every other Friday during the calendar year and prorated for any partial employment period.

Employer

Employee

[Owner/Founder]	[Employee]
[Company]	



Original Employment Agreement

