



标准劳动合同中英文版(合同范 本)

Standard labor contract in Chinese and English

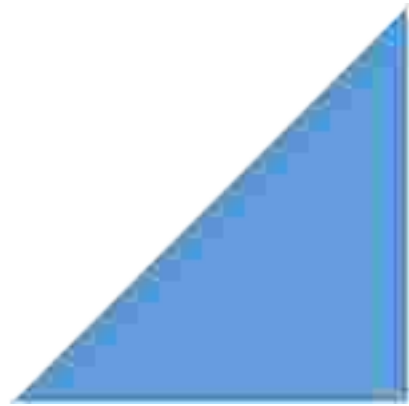
(合同范本)

姓 名：_____

单 位：_____

日 期：_____

编号：YW-HT-047952



标准劳动合同中英文版(合同范本)

说明：以下合同书内容主要作用是：合同有效的约定了合同双方的权利和义务，对合同的履行有积极的作用，能够较为有效的约束违约行为，能够最大程度的保障自己的合法权利，可用于电子存档或打印使用（使用时请看清是否适合您使用）。

标准劳动合同中英文版范文篇一

甲方： Party A: 法定代表人(主要负责人)或委托代理人： Legal

Representative (main responsible person) or Entrusted Agent: 地址：

Address:

乙方： Party B (Employee): 性别： Gender: 通讯地址： Communication

Address: 居民身份证号码 ID Card No.: 联系电话： Telephone:

根据《中华人民共和国劳动法》、《中华人民共和国劳动合同法》的有关规定，
双方遵循公平合法、平等自愿、协商一致、诚实信用原则，订立本合同。 The
contract is hereby concluded by both parties in accordance with Labor Law
of the People's Republic of China, Labor Contract Law of the People's

Republic of China, in the principles of fairness, legitimacy, equality, voluntariness, consensus through negotiation and good faith.

一、劳动合同期限

Contract Term

第一条 本合同为固定期限劳动合同。 本劳动合同期限为 年，其中试用期至 年 月 日止。本合同于 年 月 日终止。

Article 1 : Party A and Party B signs a fixed-term labor contract. The contract lasts for ____ year(s), from ____ to _____. The probation is ____ month(s), from ____ to _____.

二、工作内容和工作地点

Working Contents and Working Place

第二条 乙方同意根据甲方工作需要，担任 岗位(工种)工作。

Article 2 : Party B agrees to engage in _____(post, work posts) according to needs of the Party A.

第三条 乙方的工作地点为： 。 Article 3 : The working place of Party B is _____.

三、工作时间和休息休假

Working Hours and Rest Hours

第四条 甲、乙双方同意按以下方式确定乙方的工作时间(正常工作时间：上午 8：30—11：30，下午：12：30—17：30，11：30—12：30 为午餐时间。)： 标准工时制，即每日工作 小时，每周工作 天。

Article 4 : Both parties agree Party B's working hours are specified as

follows (normal working hours: 8:30 – 11: 30, 12:30 – 17: 30; lunch time: 11:30 – 12: 30.): Standard working hours system, i.e. ____ hour(s)/day, ____ day(s)/week;

第五条 乙方依法享受国家规定的法定节假日。

Article 5 : Party B is entitled to have the legal holidays stipulated by the country.

四、劳动报酬

Labor Remuneration

第六条 甲方每月 日以货币的形式足额支付乙方工资，结算周期为上月月至上月月末，实行先工作后发薪的制度。乙方正常工作基本月薪 。

Article 6 : Party A shall pay off salary to Party B in currency on the of every month. The pay period is from the beginning to the end of last month.
Party

B works before paid.

乙方在试用期期间的工资为 元。 Party B's normal basic salary is ____.

Party B's probation period salary is RMB____.

第七条 甲方调整乙方工作岗位的，根据乙方能力及其相关职位，双方协商一致后调整乙方劳动报酬。

Article 7: Party B's labor remuneration will be adjusted as per Party B's competence and job requirements on the basis of consensus in case Party A adjust Party B's job.

五、社会保险及其他保险福利待遇

Social Welfare and Benefits

第八条 甲方按国家和地方政策规定为乙方办理社会保险有关手续，并承担相应的义务。 Article 8 : Party A shall deal with the relevant formalities of social security for Party B according to the country and local policies and take up the relevant liabilities.

第九条 乙方患职业病或因工负伤后的工资和医疗补助执行按照国家和地方的有关法律法规执行。 Article 9: The salary and Medicare benefits of Party B in case of occupational diseases or work-related injuries shall be paid in accordance with the relevant national and local laws and regulations.

第十条 乙方患职业病或因工负伤的待遇按国家的有关规定执行。

Article 10: If Party B suffers illness or non-work related injury, Party A shall implement relevant state provisions.

六、劳动保护、劳动条件和职业危害防护

Labor protection, labor condition and occupational harm prevention and cure

第十一条 甲方根据生产岗位的需要，按照国家有关劳动安全、卫生的规定为乙方配备必要的安全防护措施，发放必要的劳动保护用品。 Article 11: Party A shall equip Party B with the necessary safety protection measures and issue the necessary labor protection articles according to the needs of the post and the rules of the labor safety and hygiene.

第十二条 甲方应当建立、健全职业病防治责任制度，加强对职业病防治的管理，提高职业病防治水平。

Article 12 : Party A shall set up and optimize the occupational disease cure responsibility system, enforce the management over the occupational disease and promote the cure level of the occupational disease.

七、劳动合同的解除、终止和经济补偿

Change, Cancellation, Termination and Renewal of the Labor Contract

第十三条 甲乙双方解除、变更、终止、续订劳动合同应当依照《劳动合同法》和国家及省、市等有关规定执行。

Article 13 :If the parties revoke, modify, terminate and extent the labor contract, they shall perform them according to the relevant rules of the LaborContract Law and the country, province and city etc.

第十四条 甲方应在解除或者终止劳动合同时，为乙方出具解除或者终止劳动合同的证明，并在 15 日内为劳动者办理相关手续。乙方应在甲方出具解除或者终止劳动合同的证明后 10 日内办理工作移交，如涉及经济补偿的按国家有关规定在办结工作交接时支付。

Article 14 : Upon the revocation or termination of the labor contract, Party A shall issue the certification for revocation or termination of the labor contract to Party B and deal with the relevant formalities for the laborer within fifteen

(15)days. Party B shall make the work handover within ten (10) days after issuance by Party A of the certificate of revocation or termination of the labor contract Regarding any economic compensation, they shall be paid upon the handover of the work according to the rules of the country.

八、劳动争议处理

Labor Dispute Resolutions

第十五条 双方发生争议，任何一方当事人可向甲方所在地的劳动争议仲裁委员会申诉，由仲裁委员会依法调解或裁决。如对仲裁不服，向甲方所在地人民法院起诉，一方当事人期满不起诉但又不执行裁决的，另一方当事人可向人民法院申请强制执行。

Article 15 : In case disputes arise between two parties, either party can appeal to

labour disputes arbitration commission at party A's location, subject to mediation or adjudication by arbitration commission. In case of disobedience of arbitration result, either party can sue to the court at party A's location.

Either party neither brings the lawsuit during the valid period nor performs the adjudication; the other party has the right to apply for forcible execution to the court.

第十六条 乙方承诺本合同乙方通讯地址为甲方向乙方寄送邮件信函的地址，甲方按该地址寄送的邮件信函如无法送达被退回即视为该邮件已送达乙方。

Article 16 : Party B promises his correspondence address of the contract shall be the address that Party A sends the letters or mails to Party B.

If any letters or mails are not returned or undeliverable after Party A sends them, it is deemed that they have arrived at Party B.

第十七条 本合同未尽事宜，应按国家现行法律、法规、规章执行。本合同条款如与国家法律、法规、政策相抵触时，以国家规定为准。

Article 17 : Affairs unmentioned in this contract shall be executed

according to present laws, statutes and regulations of the state. In case any contradiction arises between the articles of this contract and laws, statutes or policies of the state, the latter shall be referred to as final.

第十八条 本合同一式两份，甲乙双方各执一份，经甲乙双方签字盖章后生效。

两份合同具同等法律效力。 Article 18 : The contract is in duplicate, held by Party A and Party B respectively. The contract comes into effect upon signatures or seals of both parties. The two copies are equally authentic.

甲方(公章)： Party A： 法定代表人(主要负责人)或委托代理人

乙方：

签订日期：

标准劳动合同中英文版范文篇二

Labor Contract for Internship

甲方(用人单位)： 代理人：

Party A (Employer):

Authorized Agent： 乙方(实习生)： Alex 居民身份证号码：

ID Number:

为明确实习学生与实习单位的责任与义务，经甲、乙双方协商，在自愿、平等、公平的基础上，一致同意签订本协议。

The contract is hereby concluded by both parties to definite each other's responsibilities, in the principles of fairness, legitimacy, equality, voluntariness, consensus through negotiation and good faith.

一、协议期限 Contract Term

本协议自 20xx 年 04 月 27 日起至 20xx 年 04 月 28 日止。

二、实习岗位 Job Responsibilities

甲方根据乙方的实际情况和工作需要 安排实习学生在 英文编辑 岗位实习，乙方应按公司的工作要求，努力完成实习任务。 in accordance with both parties' need and

arrangement. Party B shall fulfill his job according to company's business requirement.

三、实习补贴 Labor Remuneration

依照按劳取酬的原则，按甲方现行制度确定实习生的实习补贴。具体支付方法如下：实习补贴 12 美元/小时，其他奖励：根据实习生在岗工作表现而定。

Party A shall pay off salary to Party B in accordance with current salary system and regulation:

四、工作时间及休息假日 Working Hours and Resting Hours

1、每周工作 10 小时;

1. Party B shall work for 10 hours a week.

2、每小时英文文章修改量不低于 1000 字;

2. Party B shall review English essays with more than 1000 words per hour.

五、合同解除、变更、终止 Revocation and Termination of Labour Contracts

1、经甲乙双方协商同意，本协议可以变更或解除;

1. The contract could be revoked upon agreement between the parties

hereto.

2、乙方在本合同履行期间可以在说明原因的情况下向甲方提出终止实习合同，但必须提前 1 个月通知甲方，并作好工作交接，否则应承担相关责任。

2. Party B cannot suspend the contract during the period of validity unless he informs Party A and explains the reason 1 month in advance and arranges the handing-over, or Party B shall take the responsibility of any loss of Party A.

3、实习期间，乙方无法达到实习岗位工作要求甚至对甲方项目等造成损失或的，甲方有权单方面终止实习生劳动合同，并保留追究法律责任的权益。

3. Party A has the right to suspend the contract if Party B can not meet the demand of the job, even causes loss for Party A. Party A reserves the rights to investigate for legal responsibility

六、法律效力 Miscellaneous

本合同正本一式两份，双方各执一份，经甲乙双方签字后生效。

The contract is in duplicate, held by Party A and Party B respectively. The contract comes into effect upon signatures or seals of both parties.

甲方(签章)： 乙方(签字)：

Party A (Signature and seal): Party B (Signature):

日期： 年 月 日 日期： 年 月 日

Date: Date:

标准劳动合同中英文版范文篇三

有限公司(以下简称甲方)系外商投资经营企业，现聘用 (以下简称乙方)为甲

方合同制职工。根据《劳动法》和《上海市劳动合同条例》以下简称(条例)，甲乙双方本着诚信、平等、协商的原则，一致同意签定本合同。

(hereinafter referred to as “party A”) is a foreign- invested enterprise and employs xx hereinafter referred to as “party B”) as an employee by contract, according to the “labor law” and the “ordinance on shanghai labor contract”, (hereinafter referred to as “regulation”), both parties agree to sign the contract on the principle of good faith, equality and consultation.

第一条 合同期限 article 1 term of the contract

合同有效期限自 至 止，为期壹年。其中 至 为试用期。

The term of contract starts as from to ; totally one year(s). the probation period thereof is as from to .

第二条 工作岗位 article 2 work position

1. 乙方应从事办公室经理工作。乙方将按照甲方的要求工作。其基本职责如下: (1)人力资源 (2)自德国总部进口产品 (3)日常办公室事务处理 (4)观察收集市场信息 (5)客户服务 (6)会计相关信息支持 (7)销售团队相关信息支持 (8)仓库管理，包括货物和样品管理

Party B shall engage office manager in. party B shall perform his duties according to instructions of party A. party B's basic duties are detailed as follows: (1)labor management(2)import the products from German headquarter (3)manage the daily office routine (4)monitor and collect market information (5)customer service (6)support accountant with relevant information (7)support the sales team with relevant information (8)warehouse

management ,including the goods and samples.

2. 甲方因工作安排需要和根据乙方的工作能力和工作表现，可随时更改乙方劳动报酬，但应在国家法律规定的范围内。

According to the needs of work, the work ability and the work performance of party B, party A can change the income of party B at any time, but subject to the regulations made by the state.

3.如果甲方认为乙方的工作能力和工作表现不符合本条第 1 款规定的工作要求，甲方有权在任何时候调换乙方的工作岗位、工作地点及劳动报酬，或解除本劳动合同。

If party A thinks that party B's work ability and work performance can not meet the requirements under item 1 of this article , party A has the right to change party B's work position, the location of working, the income, or terminate the labor contract at any time.

第三条 工作条件和劳动保护 article 3 working conditions and working protection

甲方须为乙方提供符合国家规定的安全卫生的工作环境，并向乙方提供必要的劳动防护用品。

Party A shall provide party B with the safe and healthful working environment and essential working protection according to the prc regulations.

第四条 工作时间 article 4 working time

1. 乙方每天和每周工作时间参照甲方有关规定。

The daily and the weekly working time refer to party A's relative

regulations.

2.乙方享有国家规定的法定节假日、年假和其他法律法规和员工手册规定的假日。

Party B is entitled to mandatory public holidays, the annual leave and other leaves according to laws and regulations and labor handbook.

3.乙方为甲方工作满 12 个月后，乙方每年可享有 10 天带薪休假;工作满五年后每年享有 15 天带薪休假;满十年后每年享有 20 天带薪休假。乙方要休假时，应提前壹个月向甲方提出书面申请，得到甲方书面批准后，乙方才可休假。但员工每年可以享有最多五天的跨年度带薪休假。跨年度休假必须在第二年第一季度最后一天前休完。

After working for party A for 12 months, party B is entitled to 10 days annual leave with full income each year. after working for party A for 5 years, party B is entitled to 15 days annual leave with full income each year. after working for party A for 10 years, party B is entitled to 20 days annual leave with full income each year. when party B wants to have a vacation, party B should provide an application in writing one month in advance. upon the written approval from party A, party B may have a vacation with full income. but party B may enjoy at most five days' trans- year annual leaves that shall be completed by the last day of march in the next year.

第五条 劳动报酬 article 5 compensation

1. 乙方收入参照本合同中附件 1 的规定。甲方实行新的工资制度时，乙方的工资待遇按新的制度予以调整。

The income of party B is set out in appendix i of this contract. the income of party B will be adjusted accordingly when party A carries out a new income system.

2. 甲方实行年 12 个月薪金制，工作满一年后,每年十二月份发双薪。发薪日为第二个月的 5 号左右。甲方视乙方在服务的上一年中的表现和甲方的财务状况决定乙方是否享有年终奖金。乙方若在得到年终奖金后的六个月内辞职的，应在其离开公司前返还其全额年终奖金。 Party A carries out a system of 12 months' income each year , after he or she have worked for one year,he or she can get the double salary in december of each year. the day of payment is about the 5th day of the next month. the annual bonus is subject to party A's financial situation and party B's work performance in the previous year. if party B resigns within 6 months after party B received the annual bonus for the previous year, party B shall refund this bonus back to party A before party B leaves the company.

第六条 劳动保险和福利待遇 article 6 insurance and welfare

乙方因生、老、病、伤、残、死，甲方按国家和地方有关规定办理。

If party B gives birth, retires, falls in sickness, is injured, disabled, died, party A shall deal with it according to the national and local regulations relating to birth, pension, sickness, injure, disability and death.

第七条 劳动纪律及奖惩 article 7 working regulations, reward and punishment

1. 乙方应遵守国家的法律法规，并遵守甲方的各项规章制度。

以上内容仅为本文档的试下载部分，为可阅读页数的一半内容。如要下载或阅读全文，请访问：<https://d.book118.com/318042107121007044>