

[Date]

[Client Name]

[Client Address]

[City, State, Zip]

Re: Engagement for Employment Law Services - Evergreen Retainer Agreement

Dear [Client Name],

This letter confirms that [Law Firm Name] ("the Firm") has been retained by [Client Name] ("the Client") to provide legal services regarding employment law matters. This agreement establishes an "Evergreen Retainer" structure to ensure continuous representation.

1. Scope of Services

The Firm will provide legal advice and representation related to employment law, including but not limited to: HR compliance, employment contracts, dispute resolution, and litigation. Separate agreements may be required for specific major litigation matters.

2. Initial Deposit and Evergreen Requirement

The Client agrees to provide an initial retainer deposit of \$[Amount]. These funds will be held in the Firm's Trust Account. The Client is required to maintain a minimum balance of \$[Minimum Amount] (the "Evergreen Amount") in the Trust Account at all times.

3. Billing and Replenishment

The Firm will issue monthly invoices detailing the legal fees and costs incurred. These fees will be deducted from the Trust Account. If at any time the balance falls below the Evergreen Amount, the Client agrees to replenish the account to the full initial deposit amount within [Number] days of receiving an invoice.

4. Fees and Costs

Services will be billed at the following hourly rates:

- Partners: \$[Rate]
- Associates: \$[Rate]
- Paralegals: \$[Rate]

Out-of-pocket expenses (filing fees, travel, etc.) will be billed at cost.

5. Termination

Either party may terminate this representation at any time upon written notice. Upon termination, any remaining balance in the Trust Account, after payment of all outstanding fees and costs, will be refunded to the Client.

Please sign and return this letter along with the initial deposit to begin our representation.

Sincerely,

[Attorney Name]
[Law Firm Name]

Acknowledge and Agreed:

[Client Signature]

[Date]