

[Attorney/Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Employer Name]
[Contact Person]
[Address]
[City, State, Zip Code]

Re: Engagement for Immigration Legal Services - [Employee Name]

Dear [Contact Person],

This letter confirms that [Law Firm Name] has been retained to represent [Employer Name] (the "Client") in connection with the employment-based immigration process for [Employee Name] (the "Beneficiary").

1. Scope of Services

The firm will provide legal services for the following matter: [Insert Visa Category, e.g., H-1B Petition, PERM Labor Certification, or I-140 Immigrant Petition]. Our services include advice on strategy, preparation of required forms, review of supporting documentation, and submission of the filing to the appropriate government agencies.

2. Fees and Costs

The legal fee for this matter is a flat fee of \$[Amount]. In addition to legal fees, the Client is responsible for all government filing fees and out-of-pocket expenses (e.g., translation fees, educational evaluations, or premium processing fees). Legal fees are due upon [Insert Payment Terms, e.g., signing of this agreement].

3. Dual Representation

In employment-based immigration, the firm represents the Employer. However, because the process also involves the Employee, a dual representation relationship may exist. By signing this letter, the Client acknowledges that information shared by either the Employer or the Employee regarding this filing may be shared with the other party.

4. Client Responsibilities

The Client agrees to provide timely, accurate, and complete information and documentation necessary to support the petition. The firm is not responsible for delays caused by the Client's failure to provide requested materials.

5. Termination

Either party may terminate this engagement at any time upon written notice. In the event of

termination, the Client remains responsible for fees for services rendered and expenses incurred up to the date of termination.

Please sign below to indicate your acceptance of these terms.

Sincerely,

[Attorney Name]
[Law Firm Name]

Accepted and Agreed:

Signature: _____

Name/Title: [Authorized Representative Name]

Date: _____