

Date: [Insert Date]

Employer: [Insert Company Name]

Employee: [Insert Candidate Name]

Visa Type: [Insert Visa Subclass/Category]

Subject: Engagement Letter for Employer-Sponsored Visa Application

Dear [Insert Name],

This letter confirms that [Company Name] (the "Employer") has engaged [Law Firm/Agency Name] (the "Representative") to assist with the visa sponsorship and application process for [Employee Name] (the "Applicant").

1. Scope of Services

The Representative will provide the following services:

- Assessment of eligibility for the [Insert Visa Name] visa.
- Preparation and filing of the Employer Nomination.
- Preparation and filing of the Employee's Visa Application.
- Liaising with the Department of Home Affairs regarding the application.

2. Responsibilities of the Employer

The Employer agrees to provide all necessary corporate documentation, including financial records, proof of lawful operation, and evidence of meeting training or salary benchmarks as required by law.

3. Responsibilities of the Employee

The Employee agrees to provide personal documentation, including identity documents, educational qualifications, work experience references, and health/character clearances in a timely manner.

4. Fees and Costs

The professional fees for this engagement are [Insert Amount]. Government filing fees and levies (such as the Skilling Australians Fund) are [Insert Amount] and are subject to change based on government regulations.

5. Privacy and Confidentiality

All information shared during this process will be kept confidential and used solely for the purpose of the visa application process.

6. Acknowledgement

By signing below, the parties acknowledge they have read and understood the terms of this engagement.

Employer Signature: _____

Date: _____

Employee Signature: _____

Date: _____