

RE: Engagement for Legal Representation - Employment Discrimination Claim

Date: [Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Dear [Client Name],

1. Scope of Representation

[Law Firm Name] ("the Firm") agrees to represent [Client Name] ("the Client") in connection with claims of employment discrimination against [Employer Name] based on [Basis of Discrimination, e.g., Race, Gender, Age, Disability]. This representation includes administrative filings with the EEOC or state agencies and, if necessary, the initiation of legal litigation.

2. Legal Fees

The Client agrees to compensate the Firm based on the following arrangement:
[Select one: Contingency Fee of X% / Hourly Rate of \$X per hour / Fixed Flat Fee of \$X].

3. Costs and Expenses

The Client is responsible for all out-of-pocket expenses, including but not limited to court filing fees, process server fees, deposition transcripts, and expert witness fees. These costs are separate from the legal fees mentioned above.

4. Client Responsibilities

The Client agrees to be truthful, to cooperate fully, and to provide all relevant documentation, including emails, text messages, employment contracts, and handbook policies, in a timely manner.

5. No Guarantee of Outcome

The Firm makes no promises or guarantees regarding the successful outcome of this claim or the amount of any potential recovery.

6. Termination of Services

The Client may terminate this representation at any time. The Firm reserves the right to withdraw from representation as permitted under the Rules of Professional Conduct.

7. Signatures

[Attorney Name/Partner] for the Firm

[Client Name]

Date: _____