[Law Firm Name]
[Address]
[City, State, Zip Code]

[Date]

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

Re: Engagement for Legal Services - Employment Dispute

Dear [Client Name],

This letter confirms that [Law Firm Name] ("the Firm") has been retained to represent you in connection with your employment dispute against [Employer/Opposing Party Name].

Scope of Representation
The Firm will provide legal advice, research, negotiation, and litigation services related specifically to [describe specific dispute, e.g., wrongful termination, unpaid wages, or discrimination claim]. This agreement does not cover appeals or unrelated legal matters.

Hourly Rates
You agree to pay for legal services based on the time spent on your matter. Our current hourly rates are as follows:

- Partners: $[Amount] per hour
- Associates: $[Amount] per hour
- Paralegals: $[Amount] per hour

Costs and Expenses
In addition to hourly fees, you are responsible for out-of-pocket expenses, including but not limited to filing fees, deposition transcripts, process server fees, and expert witness fees. The Firm will seek your approval before incurring any single expense exceeding $[Amount].

Retainer
The Firm requires an initial retainer of $[Amount] before work commences. This amount will be held in a trust account and applied toward your monthly invoices. If the retainer is depleted, the Firm may request an additional deposit.

Billing
Invoices will be sent monthly and are due within [Number] days of receipt. Statements will include a detailed description of work performed and expenses incurred.

Termination
You may terminate this representation at any time. The Firm may withdraw from representation

as permitted or required by the Rules of Professional Conduct. Upon termination, you remain responsible for all fees and costs incurred up to the date of termination.

Please sign below to indicate your agreement to these terms.

Sincerely,

[Attorney Name]
[Law Firm Name]

ACKNOWLEDGED AND AGREED:

_____
[Client Name]
Date: _____