

# Employment Law Retainer Agreement

Date: \_\_\_\_\_

Client Name: \_\_\_\_\_

Law Firm: \_\_\_\_\_

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## 1. Scope of Representation

The Law Firm agrees to represent the Client in connection with employment law matters, including but not limited to:

- Consultation and advice regarding employment law issues
- Negotiations and communications with employers or employees
- Preparation and review of employment-related documents
- Representation in proceedings as agreed

## 2. Fees and Billing

The Client agrees to pay the Law Firm at the following rate:

Hourly Rate: \$ \_\_\_\_\_ per hour

Retainer Fee: \$ \_\_\_\_\_

The retainer must be paid in advance and will be applied toward hourly fees and costs incurred.

## 3. Costs and Expenses

The Client is responsible for all costs and out-of-pocket expenses incurred, including but not limited to court filing fees, costs of service, and expert witness fees.

## 4. Client Cooperation

The Client agrees to cooperate fully with the Law Firm and to provide all information and documents necessary for the representation.

## 5. Termination

This Agreement may be terminated by either party at any time upon written notice. Upon termination, the Client is responsible for all fees and costs incurred up to the date of termination.

## 6. Acknowledgement

By signing below, the Client acknowledges that they have read, understood, and agree to the terms of this Retainer Agreement.

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**Client Signature**

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**Attorney Signature**

Date: \_\_\_\_\_