**Dual Representation Letter**

Monty & Ramirez, LLP (“Monty & Ramirez”) has been retained by **[Corporation Name]** and its affiliates to represent both **[Corporation Name]** and you, hereinafter “Employee” in obtaining a Non-Immigrant or Immigrant Visa through an offer of employment.

Under certain circumstances under the law, dual representation is allowed provided that a clear statement outlining the parameters of the representation is submitted to both parties. If there is a mutual objective, as is the case here, one law firm can coordinate and communicate better among two or more clients, handle the matter more efficiently and lower total expenses.

This letter confirms our discussion with you about our undertaking of joint representation of you and **[Corporation Name]** in representation of your interests and that of the company in support of the non-immigrant or immigrant visa petitions or applications to be filed on your behalf and the continued representation until these petitions or applications are adjudicated.

**[Corporation Name]** and you have consented to Monty & Ramirez’ jointly representing your common interests, which is limited to the above matters. If there is a mutual objective, as is the case here, one law firm can coordinate and communicate better among two or more clients, handle the matter more efficiently and lower total expenses. However, if **[Corporation Name]** and you later get into a dispute with each other, neither you nor **[Corporation Name]** will be able to claim the attorney-client privilege against the other regarding communications with Monty & Ramirez LLP.

This dual representation agreement does not change or alter the terms of your at-will employment with **[Corporation Name].** Additionally, Monty & Ramirez LLP’s limited representation in this immigration-law matter will not constitute a contract regarding the terms or the duration of your employment with **[Corporation Name]**.

As Monty & Ramirez has an equal duty of loyalty between each client, information bearing on your matter will be shared between you and **[Corporation Name]** Please also note that since Monty & Ramirez’ contact with **[Corporation Name]** and its affiliates has been and continues to be extensive as such, you understand that Monty & Ramirez may be asked to keep certain information about **[Corporation Name]** confidential. Information that Monty & Ramirez may keep confidential would include information about **[Corporation Name]**’s general company policies decisions which **[Corporation Name]** may divulge to our firm during the course of business.

However, in general, our role as immigration counsel to **[Corporation Name]** is to counsel the company on general immigration matters as well as carry out the legal work necessary to obtain either a non-immigrant or immigrant visa for you while preserving your immigration record.

Our role is to ensure that the company is briefed on the legal requirements which the company must follow to preserve your immigration status and to ensure that the company is complying completely with the law.

If at any point in time we become aware that a conflict arises that would not make it possible for Monty & Ramirez to represent you jointly with **[Corporation Name]**, we will notify you regarding your need to seek independent counsel. However, you also agree that in the event of such a conflict Monty & Ramirez may continue to represent **[Corporation Name].**

In the event of your termination, Monty & Ramirez LLP will no longer be able to represent you and may take appropriate measures on behalf of **[Corporation Name]**, as required under the law, which could potentially include withdrawal of petitions or applications associated with this matter that **[Corporation Name]** may have filed on your behalf and notification to the U.S. Department of Homeland Security and/or the U.S. Department of State of your termination. In such a situation, you should seek independent counsel as the withdrawal or lack of employer support for certain applications/petitions may either prevent or restrict your ability to obtain immigration benefits.

If you understand and accept the terms of this agreement, please sign below.

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