

Consultancy Retainer Agreement

Date: [Insert Date]

Consultant: [Consultant's Name]

Client: [Client's Name]

1. Parties

This Agreement is made between [Consultant's Name] ("Consultant") and [Client's Name] ("Client").

2. Services

The Consultant agrees to provide Human Resources consulting services, which may include, but are not limited to:

- Policy Development
- Employee Relations
- Recruitment Assistance
- Training and Development

3. Retainer Fee

The Client agrees to pay the Consultant a retainer fee of [Insert Amount] per month for the duration of this Agreement.

4. Term

This Agreement will commence on [Start Date] and will continue until [End Date], unless terminated earlier in accordance with the terms herein.

5. Termination

Either party may terminate this Agreement with [Insert Number] days' written notice to the other party.

6. Confidentiality

Both parties agree to keep all information regarding the Client's business and employee matters confidential.

7. Governing Law

This Agreement shall be governed by the laws of [Insert State/Country].

IN WITNESS WHEREOF, the parties hereto have executed this Consultancy Retainer Agreement as of the date first above written.

Consultant: [Consultant's Name]

Client: [Client's Name]