

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Re: Amended Placement Agreement - [Job Title/Reference Number]

Dear [Client Contact Name],

Following our recent discussions on [Date of Negotiation], I am writing to formally confirm the agreed-upon amendments to the Placement Agreement originally dated [Original Agreement Date].

Based on our negotiations, the following terms have been updated:

- **Placement Fee:** The fee has been adjusted to [New Percentage]% of the candidate's first-year annual salary (previously [Old Percentage]%).
- **Payment Terms:** Invoices are now payable within [Number] days of the candidate's start date.
- **Guarantee Period:** The replacement guarantee period has been extended/modified to [Number] days.
- **[Other Provision]:** [Detail any other specific change discussed].

All other terms and conditions outlined in the original Agreement remain in full force and effect. Please find the revised full contract attached for your signature.

Please acknowledge your acceptance of these amended terms by signing below or returning a signed copy of the attached document.

We look forward to continuing our partnership and finalizing this placement.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]

Acknowledgment and Acceptance:

Signature: _____

Name: [Client Contact Name]

Date: _____