

**Date:** [Date]

**To:** [Agency Name]

**Address:** [Agency Address]

**Attention:** [Contact Person Name]

**Subject: Bulk Recruitment Placement Offer for [Project/Department Name]**

Dear [Contact Person Name],

Following our recent discussions, [Company Name] is pleased to invite [Agency Name] to provide recruitment services for the bulk hiring of [Number] positions for the role of [Job Title].

**1. Placement Details:**

- **Role:** [Job Title]
- **Number of Vacancies:** [Number]
- **Work Location:** [Location]
- **Target Joining Date:** [Date]

**2. Commercial Terms:**

- **Placement Fee:** [Percentage]% of the annual Gross Salary per candidate.
- **Payment Terms:** Payable within [Number] days of the candidate's start date.
- **Replacement Guarantee:** [Number] days free replacement if a candidate resigns or is terminated for performance issues.

**3. Recruitment Process:**

The agency is required to conduct initial screenings, background checks, and technical assessments as per the attached Job Description. Shortlisted profiles must be submitted via [Email/Portal] by [Deadline Date].

This offer is subject to the terms and conditions outlined in our Master Service Agreement (MSA) dated [MSA Date].

Please acknowledge receipt of this offer and confirm your acceptance by signing below.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Accepted By:**

Signature: \_\_\_\_\_

Name: [Authorized Signatory Name]

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