

[Date]

[Client Name]

[Client Title]

[Company Name]

[Company Address]

Dear [Client Name],

It was a pleasure speaking with you regarding the **[Job Title]** search for **[Company Name]**. Based on our discussion, I am pleased to submit this proposal for an exclusive retained executive search partnership.

1. Our Understanding of the Requirement

We understand that you are seeking a leader who can [briefly mention 1-2 key objectives, e.g., drive digital transformation / expand market share]. Our goal is to identify and attract top-tier talent that aligns with your corporate culture and strategic vision.

2. Search Methodology

We will utilize a rigorous multi-step process including:

- Market mapping and competitor research.
- Direct headhunting of passive candidates.
- In-depth competency-based interviewing.
- Comprehensive background and reference checking.

3. Exclusivity and Engagement

This engagement is an exclusive, retained search. [Search Firm Name] will be the sole representative for this mandate for a period of [Number] days to ensure a dedicated and consistent market message.

4. Professional Fees

The professional fee for this assignment is [Percentage]% of the candidate's first-year total estimated cash compensation. The fee will be billed in three equal installments:

- **First Installment:** One-third of the estimated fee, payable upon signing.
- **Second Installment:** One-third of the estimated fee, payable upon the presentation of a qualified shortlist (30-45 days).
- **Final Installment:** The remaining balance, payable upon the candidate's acceptance of the offer.

5. Guarantee

Should the placed candidate leave or be terminated for cause within [Number] months of their start date, we will conduct a replacement search at no additional professional fee, excluding out-of-pocket expenses.

To initiate this search, please sign below and return a copy of this letter.

Sincerely,

[Your Name]

[Your Title]

[Search Firm Name]

Accepted and Agreed:

Signature: _____

Date: _____