

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Engagement Terms for Executive Search - [Position Title]

Dear [Contact Name],

This letter confirms the agreement between [Search Firm Name] ("Firm") and [Client Name] ("Client") regarding the retained search for the position of [Position Title].

1. Scope of Service

The Firm will conduct a comprehensive executive search to identify, evaluate, and present qualified candidates for the role. This includes market research, candidate outreach, interviewing, and reference checking.

2. Professional Fees

The total professional fee for this assignment is [Percentage, e.g., 33%] of the candidate's first-year total estimated cash compensation. A minimum fee of \$[Amount] shall apply.

3. Payment Schedule

As this is a retained search, the fee is payable in three equal installments:

- First Installment: \$[Amount] (Retainer) due upon execution of this agreement.
- Second Installment: \$[Amount] due 30 days after the search commencement.
- Final Installment: Remaining balance due upon the candidate's acceptance of the offer.

4. Expenses

Client agrees to reimburse the Firm for reasonable out-of-pocket expenses (e.g., travel, background checks, advertising). Expenses exceeding \$[Amount] require prior written approval.

5. Exclusivity

The Firm shall be the exclusive representative for this search. Any candidates identified by the Client during the search period will be referred to the Firm for evaluation and integration into the process.

6. Replacement Guarantee

If the hired candidate leaves or is terminated for cause within [Number, e.g., 12] months of their start date, the Firm will conduct a one-time replacement search for no additional professional fee, excluding expenses.

7. Confidentiality

Both parties agree to maintain the confidentiality of all proprietary information and candidate data shared during this engagement.

Please signify your acceptance of these terms by signing below.

Sincerely,

[Your Name/Title]

[Search Firm Name]

Agreed and Accepted:

[Client Representative Signature]

Date: _____