

[Your Name]  
[Your Title]  
[Your Company Name]  
[Date]

[Client Name]  
[Client Title]  
[Client Company Name]

Re: Proposal for Exclusive Retained Search Services - [Job Title/Reference]

Dear [Client Name],

Following our recent discussion regarding the [Job Title] vacancy, I am pleased to submit this proposal for an exclusive retained recruitment partnership. Given the seniority and specialized nature of this role, a retained search ensures the dedicated resources required to secure the highest quality talent.

### **Exclusivity and Commitment**

Under this agreement, [Your Company Name] will act as your exclusive talent partner for this search for a period of [Number] days. In return, we commit our full internal research team and senior consultants to prioritize this assignment until the position is successfully filled.

### **Fee Structure**

The total professional fee for this assignment will be [Percentage]% of the candidate's first-year total guaranteed compensation. As is standard for retained searches, the fee will be payable in three equal installments:

- **Retainer:** [Amount/Percentage] due upon signing to initiate the search.
- **Shortlist:** [Amount/Percentage] due upon the presentation of a qualified shortlist of candidates.
- **Completion:** The remaining balance due upon the candidate's start date.

### **Our Guarantee**

We provide a [Number]-month placement guarantee. Should the successful candidate leave or be terminated for cause within this period, we will conduct a replacement search at no additional professional fee.

To proceed with this exclusive search, please sign and return the attached Terms of Business. We look forward to delivering an exceptional hire for [Client Company Name].

Sincerely,

[Your Signature]  
[Your Printed Name]