

[Date]

[Client Name]

[Client Title]

[Company Name]

[Company Address]

Dear [Client Name],

Following our recent discussion regarding the [Job Title] position, I am pleased to submit this proposal to conduct a retained leadership search for [Company Name]. Our goal is to identify and attract top-tier executive talent that aligns with your strategic objectives.

1. Scope of Search

We will perform a comprehensive market mapping, proactive sourcing, and rigorous interviewing process to present a shortlist of highly qualified candidates.

2. Professional Fees

The professional fee for this assignment will be [Percentage]% of the successful candidate's total first-year estimated cash compensation. Based on the projected salary, we propose a fixed fee of \$[Amount].

3. Payment Schedule

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

- **Initial Retainer:** \$[Amount] due upon execution of this agreement to initiate the search.
- **Shortlist Milestone:** \$[Amount] due upon the presentation of the formal shortlist of candidates.
- **Placement Fee:** The remaining balance of \$[Amount] due upon the candidate's acceptance of the offer.

4. Expenses

Out-of-pocket expenses (such as travel for candidates or consultants) will be pre-approved by [Company Name] and billed monthly at cost.

5. Guarantee

Should the placed candidate leave the organization for any reason other than redundancy or restructuring within the first [Number] months, we will conduct a replacement search for no additional professional fee.

If these terms are acceptable, please sign below and return a copy to our office. We are ready to begin work immediately.

Sincerely,

[Your Name]
[Your Title]
[Your Firm Name]

Accepted by:

Signature: _____

Date: _____