

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

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]

Dear [Recipient Name],

Subject: Proposal for Retained Executive Search Partnership - [Position Title]

Thank you for the opportunity to present this proposal to assist [Company Name] in identifying and securing a world-class [Position Title]. We understand the critical nature of this hire and its impact on your organization's strategic objectives.

Our Approach

We operate on a retained basis, which ensures a dedicated, exhaustive search process. Our methodology includes:

- **In-depth Briefing:** Aligning on culture, core competencies, and performance expectations.
- **Targeted Research:** Identifying high-performing passive candidates within [Industry/Market].
- **Rigorous Assessment:** Conducting competency-based interviews and detailed professional referencing.
- **Close Management:** Managing the offer process and integration to ensure long-term success.

Proposed Terms

Our professional fee for this assignment is [Percentage]% of the successful candidate's total first-year cash compensation. As a retained search, the fee is payable in three installments:

1. **Retainer:** [Amount/Percentage] due upon commencement of the search.
2. **Shortlist:** [Amount/Percentage] due upon presentation of the qualified shortlist.
3. **Placement:** The remaining balance due upon the candidate's acceptance of the offer.

Our Commitment

We provide a [Number]-month replacement guarantee should the candidate depart for performance-related reasons. We are prepared to begin work immediately upon your authorization.

I look forward to discussing how we can help [Company Name] build a stronger leadership team.

Sincerely,

[Your Signature]

[Your Name]

[Phone Number]

[Email Address]