

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Contingency Recruitment Services Agreement

Dear [Contact Person Name],

This letter sets forth the terms and conditions under which [Recruitment Agency Name] ("Agency") will provide recruitment services to [Client Company Name] ("Client").

1. Scope of Service

The Agency will identify, screen, and introduce qualified candidates for the position of [Job Title] or other roles as requested. These services are provided on a contingency basis, meaning no fee is due unless a candidate introduced by the Agency is hired by the Client.

2. Fee Structure

The recruitment fee shall be [Percentage]% of the candidate's total first-year annual base salary. This fee is one-time and non-recurring.

3. Payment Terms

The fee is earned when a candidate introduced by the Agency accepts an offer of employment. An invoice will be issued on the candidate's first day of work. Payment is due within [Number] days of the invoice date.

4. Candidate Ownership

The Client agrees that any candidate introduced by the Agency shall be considered a referral for a period of [Number, e.g., 12] months from the date of introduction. If the Client hires the candidate for any position within this period, the agreed fee shall apply.

5. Replacement Guarantee

If the hired candidate leaves the Client's employment within [Number, e.g., 90] calendar days for any reason other than redundancy or restructuring, the Agency will conduct a one-time search for a replacement candidate at no additional charge, provided the original invoice was paid on time.

6. Confidentiality

Both parties agree to keep all candidate information and financial terms of this agreement confidential.

Please acknowledge your acceptance of these terms by signing below.

Sincerely,

[Your Name]
[Your Title]
[Recruitment Agency Name]

Accepted and Agreed:

Signature: _____

Printed Name: _____

Title: _____

Date: _____