

[Date]

[Client Name]

[Client Title]

[Company Name]

[Company Address]

Re: Introduction of Recruitment Services and Terms of Business

Dear [Client Name],

It was a pleasure speaking with you regarding your current hiring needs at [Company Name]. As discussed, [Your Agency Name] specializes in identifying top-tier talent within the [Industry Name] sector.

We operate on a contingency basis, meaning no fees are due unless we successfully place a candidate within your organization. Below are our standard introductory terms:

- **Placement Fee:** [Percentage]% of the candidate's first-year total gross annual remuneration.
- **Payment Terms:** Invoices are payable within [Number] days of the candidate's start date.
- **Guarantee Period:** Should the candidate leave within the first [Number] weeks, a [pro-rata refund / free replacement] will be provided, subject to our full Terms and Conditions.

By requesting to interview a candidate introduced by [Your Agency Name], or by hiring such a candidate, you agree to these terms and our full business agreement attached to this letter.

We look forward to helping you build your team. Please contact me if you have any questions regarding these terms.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]

[Your Phone Number]

[Your Email Address]