

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Dear [Hiring Manager Name],

Regarding: Proposal for Non-Exclusive Contingency Recruitment Services

It was a pleasure speaking with you regarding your current need for a [Job Title]. Our firm, [Your Recruitment Firm Name], specializes in identifying top-tier talent within the [Industry Name] sector, and we are confident in our ability to assist you with this search.

We are pleased to submit this proposal to provide recruitment services on a **non-exclusive, contingency basis**. This means that no fees are due unless you hire a candidate introduced by our firm.

Our Terms of Service:

- **Contingency Fee:** Our professional fee is [Percentage]% of the candidate's first-year base salary.
- **Payment Terms:** The fee is payable within [Number] days of the candidate's start date.
- **Guarantee Period:** Should the candidate leave or be terminated for cause within [Number] days, we will provide a one-time replacement search at no additional cost.
- **Non-Exclusivity:** You maintain the right to work with other agencies or source candidates internally.
- **Candidate Ownership:** We retain ownership of a referred candidate for a period of 12 months from the date of submission.

To begin the search, please sign and return the attached formal agreement, or reply to this email with your approval of these terms.

We look forward to helping [Company Name] build a world-class team.

Sincerely,

[Your Name]

[Your Title]

[Your Phone Number]

[Your Email Address]