

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

RE: Contingency Recruitment Terms of Business

Dear [Client Contact Name],

This letter sets out the terms upon which [Recruitment Agency Name] ("the Agency") will provide recruitment services to [Company Name] ("the Client"). These terms apply to the introduction of candidates for permanent employment.

1. Contingency Basis

Services are provided on a contingency basis. No fee is payable unless a candidate introduced by the Agency is hired by the Client within [12] months of the date of introduction.

2. Placement Fees

The fee for a successful placement is calculated as a percentage of the candidate's first-year total gross annual remuneration (including base salary and guaranteed bonuses).

The fee shall be: **[Percentage]%**.

3. Payment Terms

Invoices will be issued on the candidate's start date. Payment is due within [Number] days of the invoice date.

4. Replacement/Refund Guarantee

Should the candidate leave the Client's employment within the first [Number] weeks, the Agency will offer a [Pro-rata refund/Free replacement], provided that the original invoice was paid on time and the termination is not due to redundancy or restructuring.

5. Confidentiality

All candidate details provided by the Agency are confidential. If the Client refers a candidate to a third party who subsequently hires the candidate, the Client will be liable for the full placement fee.

Please confirm your acceptance of these terms by signing below and returning a copy to us.

Yours sincerely,

[Your Name]

[Your Title]

[Recruitment Agency Name]

Acknowledged and Agreed by [Company Name]:

Signature: _____

Name: _____

Date: _____