

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Client Name]
[Client Title]
[Company Name]
[Address]
[City, State, Zip Code]

RE: Proposal for Contingency Search Services - [Job Title/Reference Number]

Dear [Client Name],

Thank you for the opportunity to present our contingency recruitment terms for the [Job Title] position. We are confident in our ability to identify and attract top-tier talent for [Company Name].

Below are our standard contingency search terms:

1. Scope of Service: [Your Company Name] will identify, screen, and present qualified candidates for the specified position. We will coordinate interviews and assist in the negotiation of offers.

2. Contingency Fee: Our professional fee is performance-based. No fee is due unless a candidate introduced by us is hired by your organization. The fee is calculated at [Percentage]% of the candidate's first-year total estimated annual cash compensation (base salary plus any guaranteed bonuses).

3. Payment Terms: Invoices are issued on the candidate's start date. Payment is due within [Number] days of the invoice date.

4. Guarantee Period: If the hired candidate leaves the company or is terminated for cause within [Number] days of their start date, we will conduct a one-time replacement search for the same position at no additional charge, provided all original invoices were paid on time.

5. Candidate Ownership: All candidates introduced by [Your Company Name] remain our referrals for a period of [12] months from the date of introduction. If any such candidate is hired for any position within your organization during this period, the agreed fee will apply.

Please acknowledge your acceptance of these terms by signing below or replying to this email with your formal approval. We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

Accepted By:

Signature: _____

Name and Title: _____

Date: _____