

Date: [Insert Date]

Client Name: [Insert Contact Name]

Company Name: [Insert Company Name]

Address: [Insert Company Address]

RE: Contingency Search Agreement for [Insert Job Title/Department]

Dear [Insert Contact Name],

This letter sets forth the terms and conditions under which [Insert Recruiting Firm Name] ("Agency") will provide recruitment services to [Insert Company Name] ("Client") for the identification and placement of technology professionals.

1. Scope of Service

Agency will act on a non-exclusive, contingency basis to source, screen, and present qualified candidates for the position of [Insert Job Title] or other roles as requested. No fee is due unless a candidate introduced by Agency is hired by Client.

2. Placement Fee

If Client hires a candidate introduced by Agency within twelve (12) months of the date of introduction, Client agrees to pay a placement fee equal to [Insert Percentage, e.g., 20%] of the candidate's first-year base salary. This fee does not include signing bonuses, relocation packages, or variable commissions.

3. Payment Terms

The placement fee is earned on the candidate's first day of employment. Client will be invoiced on the start date, and payment is due within [Insert Number, e.g., 30] calendar days of the invoice date.

4. Guarantee Period

If the hired candidate voluntarily resigns or is terminated for cause within [Insert Number, e.g., 90] calendar days of their start date, Agency will provide a one-time replacement search for the same position at no additional charge, provided the original invoice was paid on time.

5. Confidentiality

All candidate resumes and information shared by Agency are confidential. If Client refers an Agency candidate to another employer who subsequently hires that candidate, Client remains liable for the full placement fee to Agency.

6. Ownership of Candidate

A candidate shall be considered an Agency introduction unless Client can demonstrate with written records that the candidate was already in their active recruitment process or database within the last six (6) months.

Please indicate your acceptance of these terms by signing below.

For [Insert Company Name]:

Signature: _____
Name/Title: _____
Date: _____

For [Insert Recruiting Firm Name]:

Signature: _____
Name/Title: _____
Date: _____