

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Letter of Terms for Large-Scale Hiring Campaign - [Project Name/Year]

Dear [Client Contact Person],

This letter outlines the terms and conditions under which [Company Name/Agency] will provide recruitment services for your upcoming large-scale hiring campaign aimed at filling approximately [Number] positions for the role of [Job Title].

1. Scope of Services

We will manage the end-to-end recruitment process, including job advertising, candidate sourcing, initial screening, assessment coordination, and interview scheduling. Our objective is to present a qualified pool of candidates to meet your target start date of [Start Date].

2. Volume and Timeline

This campaign is designed to hire [Number] employees within a [Number]-week period. Both parties agree to adhere to the project timeline attached to this letter to ensure success.

3. Fee Structure

For this volume-based project, the following fee structure applies:

- **Per Hire Fee:** \$[Amount] per successful placement.
- **Project Retainer:** \$[Amount] (to be paid upfront and credited against the final balance).
- **Advertising Budget:** \$[Amount] (to be managed by [Company Name] and billed separately).

4. Payment Terms

Invoices will be issued [Weekly/Monthly]. Payment is due within [Number] days of the invoice date. All fees are exclusive of applicable taxes.

5. Replacement Guarantee

Should any candidate hired through this campaign leave or be terminated for cause within [Number] days of their start date, we will provide a one-time replacement for that position at no additional cost.

6. Exclusivity

[Client Name] agrees that [Company Name/Agency] will be the exclusive recruitment partner for this specific hiring campaign for the duration of the project period.

7. Termination

Either party may terminate this agreement with **[Number]** days' written notice. Any hires made or candidates already introduced prior to termination will still be subject to the agreed-upon fees.

Please sign below to indicate your acceptance of these terms.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Accepted and Agreed:

Signature: _____

Print Name: _____

Date: _____