

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

Subject: Retained Volume Hiring Fee Structure for [Project Name/Department]

Dear [Client Contact Name],

Following our recent discussion, this letter outlines the retained fee structure for our volume hiring partnership. This model is designed to provide dedicated resources and a reduced cost-per-hire in exchange for exclusivity and a commitment to a minimum number of placements.

1. Scope of Engagement

This agreement covers the recruitment of [Number] positions for the role of [Job Title/Category] over a period of [Number] months.

2. Fee Structure

We propose a fixed fee of [Percentage]% of the first year's base salary per candidate, or a flat fee of \$[Amount] per hire. This represents a volume discount of [Percentage]% compared to our standard contingent rates.

3. Payment Schedule (Retainer Model)

The total estimated project fee will be billed in three installments:

- **Initial Retainer:** [Percentage]% (\$[Amount]) due upon signing to commence the search and allocate dedicated recruiters.
- **Shortlist Milestone:** [Percentage]% (\$[Amount]) due upon the presentation of a qualified shortlist of candidates.
- **Placement Balance:** The remaining balance per hire will be invoiced upon the successful start date of each candidate.

4. Exclusivity and Commitment

By opting for this retained structure, [Client Company Name] agrees to grant [Your Company Name] exclusivity for these specific roles for the duration of this agreement. Should the hiring volume exceed the initial estimate, the discounted rate will apply to all additional hires within this project scope.

5. Replacement Guarantee

We provide a [Number]-day replacement guarantee for every candidate hired under this

agreement. Should a candidate leave or be terminated for cause within this period, we will find a replacement at no additional cost.

Please acknowledge your agreement to these terms by signing below.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Accepted by:

Signature: _____

Name: [Client Name]

Date: _____