

[Company Header/Logo Placeholder]

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Updated Tiered Placement Fee Structure for [Year]

Dear [Client Name],

We value our ongoing partnership with [Company Name]. To support your upcoming hiring initiatives and provide greater cost efficiency for high-volume recruitment, we are pleased to outline our new Tiered Placement Fee Discount structure.

Effective [Date], the following discount schedule will apply based on the number of successful placements made within a [Twelve-Month/Calendar Year] period:

- **Placements 1 - [X]:** Standard Fee of [X]%
- **Placements [X+1] - [Y]:** Reduced Fee of [X]%
- **Placements [Y+1] and above:** Volume Discount Fee of [X]%

Terms and Conditions:

- The tier level is determined by the date the candidate signs their offer letter.
- Discounts are applied to the gross annual salary of the placed candidate.
- Payment terms remain [Number] days from the candidate's start date as per our standard agreement.

This structure is designed to reward your loyalty and ensure that as your team grows, your recruitment costs scale effectively. We look forward to helping you find the right talent to drive your business forward.

Please sign below to acknowledge your acceptance of these tiered terms and return a copy to our office.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]

Acknowledgment and Acceptance:

Signature: _____

Print Name: _____

Date: _____