

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Amendment to Permanent Placement Fee Schedule

Dear [Name of Contact Person],

This letter serves as a formal amendment to the Recruitment Services Agreement dated [Insert Original Agreement Date] between [Agency Name] and [Client Name].

Effective as of [Insert Effective Date], the permanent placement fee percentages outlined in the original agreement will be amended as follows:

- **Standard Placement Fee:** [Insert New Percentage]% of the candidate's first-year annual base salary.
- **[Optional: Specific Role/Tier]:** [Insert New Percentage]% of the candidate's first-year annual base salary.

All other terms and conditions of the original agreement, including payment terms and guarantee periods, shall remain in full force and effect.

Please indicate your acceptance of this amendment by signing and returning a copy of this letter. Should you have any questions regarding these changes, please do not hesitate to contact me directly.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

Accepted and Agreed:

Signature: _____

Name: [Name of Client Representative]

Title: [Title of Client Representative]

Date: _____