

Subject: Update: Candidate Ownership and Introduction Validity Periods

Dear [Partner Name/Agency Name],

We are writing to inform you of an update to our recruitment policies regarding candidate ownership and the validity period of candidate introductions.

Effective as of [Date], the following terms will apply to all candidate submissions:

- **Ownership Period:** A candidate introduction will remain valid for a period of [Number, e.g., 6 or 12] months from the date of the initial submission.
- **Extension:** If active interviews or communication regarding a specific candidate are ongoing at the end of this period, ownership may be extended by mutual written agreement.
- **Expirations:** After the [Number]-month period, if no hire has been made and no active recruitment process is underway, the candidate will be considered part of the general talent pool, and previous ownership claims will expire.

Our goal with this update is to ensure a fair and streamlined process for all our recruiting partners. Please note that these terms supersede any previous informal arrangements regarding candidate representation timelines.

If you have any questions regarding how these changes affect your current pipeline, please contact [Department/Contact Person].

Thank you for your continued partnership.

Best regards,

[Your Name]

[Your Title]

[Company Name]