

[Your Company Name]
[Your Address]
[Date]

[Recipient Name]
[Recipient Job Title]
[Client Company Name]
[Client Address]

Dear [Recipient Name],

Subject: Confirmation of Verbal Agreement - Permanent Placement Terms of Business

I am writing to formally confirm the verbal agreement reached during our conversation on [Date] regarding the recruitment services for [Job Title/Department].

As discussed, the following terms will apply to any permanent placements made by [Your Company Name] for [Client Company Name]:

- **Placement Fee:** [Percentage]% of the candidate's first-year gross annual salary.
- **Payment Terms:** Invoices are payable within [Number] days of the candidate's start date.
- **Rebate Period:** A sliding scale rebate will apply for a period of [Number] weeks, subject to our standard terms.

I have attached a full copy of our standard Terms of Business for your records. Unless we hear otherwise, these terms will be deemed accepted upon your instruction to interview a candidate or the commencement of an introduction.

We look forward to working with you to find the right talent for your team.

Yours sincerely,

[Your Name]
[Your Title]