

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

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

Subject: Confirmation of Verbal Agreement - Contingency Recruitment Terms of Business

Dear [Recipient Name],

I am writing to formally confirm our verbal agreement made on [Date] regarding the recruitment services to be provided by [Your Company Name] for [Client Company Name].

As discussed, we will be working on a contingency basis. This means that our professional fee is only payable if a candidate introduced by us is successfully hired by your organization. Our standard Terms of Business, which were sent to you via [Email/Mail] on [Date], shall govern this engagement.

The key points agreed upon are as follows:

- **Agreed Fee:** [Percentage]% of the candidate's first-year gross annual salary.
- **Payment Terms:** [Number] days from the candidate's start date.
- **Replacement Period:** [Number]-week sliding scale rebate/replacement period as per our standard terms.

Unless we hear otherwise, we will proceed with the search based on these agreed terms. We look forward to helping you find the right talent for your team.

Please feel free to contact me if you have any questions.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Job Title]