

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

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

Dear [Client Name],

RE: Confirmation of Verbal Agreement - Volume Hiring Project

I am writing to formally confirm the terms we discussed during our conversation on [Date] regarding the volume hiring project for [Project Name/Department].

As agreed, the following terms of business will apply to this project:

- **Project Scope:** Recruitment of [Number] positions for the role of [Job Title].
- **Project Duration:** From [Start Date] to [End Date].
- **Fee Structure:** [Agreed Percentage or Flat Fee per hire].
- **Payment Terms:** [e.g., Invoiced monthly / Net 30 days].
- **Exclusive Partnership:** [Mention if exclusivity was agreed upon].

Attached to this letter, you will find our formal Terms of Business document, which includes the full details of our service levels and guarantee periods as discussed.

Please review these terms and sign the attached copy, or reply to this email to confirm your acceptance. We are excited to begin work on this project and help you build your team.

Yours sincerely,

[Your Signature]

[Your Printed Name]
[Your Job Title]