

[Sender Name]
[Sender Title]
[Company Name]
[Date]

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

Subject: Specification of Bespoke Placement Fee Percentage - [Job Title/Reference]

Dear [Recipient Name],

Following our recent discussions regarding the recruitment requirements for the position of [Job Title], I am writing to formally specify the bespoke placement fee percentage agreed upon for this assignment.

As per our negotiation, the placement fee for this specific search has been set at **[Percentage]%** of the candidate's total first-year annual gross remuneration.

This bespoke rate reflects the specialized nature of the search and the dedicated resources allocated to identifying the highest quality talent for [Client Company Name]. All other terms and conditions remain in accordance with our standard Service Agreement signed on [Date of Original Agreement].

Please acknowledge your receipt and acceptance of this fee specification by replying to this email or signing below.

We look forward to a successful placement.

Sincerely,

[Sender Signature]

Acknowledgment of Agreed Fee:

Name: _____

Signature: _____

Date: _____