

[Date]

[Recipient Name]

[Recipient Title]

[Client Company Name]

[Street Address]

[City, State, Zip Code]

RE: Authorization of Temporary Contingency Fee Discount

Dear [Recipient Name],

This letter serves as a formal amendment to the existing Recruitment Services Agreement dated [Date of Original Agreement] between [Your Company Name] and [Client Company Name].

To support your upcoming hiring initiative, [Your Company Name] agrees to provide a temporary discount on our standard contingency placement fees. For any candidates introduced and successfully hired between [Start Date] and [End Date], the placement fee shall be reduced from [Original Percentage]% to [Discounted Percentage]% of the candidate's first-year annual base salary.

The following terms apply to this temporary discount:

- The discount applies only to new candidate introductions made within the specified timeframe.
- Payment must be received within [Number] days of the candidate's start date to maintain eligibility for the discounted rate.
- All other terms and conditions of the original Agreement, including guarantee periods and replacement policies, remain in full force and effect.

Please acknowledge your acceptance of these temporary terms by signing below and returning a copy to us.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Accepted and Agreed:

Signature: _____

Name: [Recipient Name]

Date: _____