

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

[Client Contact Name]
[Client Title]
[Client Company Name]

Re: Temporary Fee Concession for Volume Hiring Initiative

Dear [Client Contact Name],

This letter serves as a formal addendum to the Standard Recruitment Agreement signed between [Company Name] and [Client Company Name] dated [Date of Original Agreement].

In recognition of the upcoming volume hiring project for the [Project Name/Department] roles, we are pleased to offer a temporary fee concession. For this specific project, the placement fee shall be adjusted as follows:

- **Standard Fee:** [Original Percentage]% of first-year base salary.
- **Concessionary Fee:** [Reduced Percentage]% of first-year base salary.
- **Minimum Requirement:** This rate is contingent upon a minimum of [Number] successful placements within [Timeframe].

Please note the following terms regarding this concession:

1. This reduced rate applies exclusively to placements made for the specific roles of [List Roles] between [Start Date] and [End Date].
2. Should the minimum volume of placements not be met within the specified timeframe, [Company Name] reserves the right to revert to the standard fee for all placements made under this initiative.
3. All other terms and conditions outlined in the original Standard Recruitment Agreement remain in full force and effect.

We look forward to partnering with you on this expansion. Please sign below to acknowledge and accept these temporary terms.

Sincerely,

[Sender Signature]

Acknowledgment and Acceptance:

Authorized Signature: _____

Printed Name: _____

Date: _____