

[Date]

[Client Name]
[Client Address]
[City, Postcode]

Subject: Reinstatement of Standard Fee Structure

Dear [Client Contact Name],

Following our recent discussion regarding the resumption of your hiring activities, we are pleased to confirm the reactivation of our recruitment services for [Company Name].

As per our previous agreement dated [Date of Pause Agreement], the temporary fee reductions or suspension of charges applied during your hiring pause have now concluded. Effective from [Effective Date], our standard fees will be reinstated as outlined in our original Terms of Business signed on [Date of Original Terms].

Specifically, the following rates will now apply to all new instructions and active mandates:

- [Fee Category 1]: [Percentage/Amount]
- [Fee Category 2]: [Percentage/Amount]

All other terms and conditions remains unchanged. We look forward to supporting your team again and helping you secure the best talent for your upcoming projects.

Please acknowledge receipt of this letter by replying to this email. If you have any questions regarding the billing schedule, please contact [Name/Department].

Yours sincerely,

[Your Name]
[Your Title]
[Your Company Name]