

[Date]

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

Re: Extension of Rebate Period for [Candidate Name]

Dear [Client Name],

This letter serves as a formal amendment to our recruitment agreement dated [Date of Original Agreement] regarding the placement of [Candidate Name] in the position of [Job Title].

As discussed, [Company Name] agrees to extend the existing rebate/guarantee period for this placement. The original rebate period, which was set to expire on [Original Date], is hereby extended by an additional [Number] days.

The new expiration date for the candidate rebate period will be [New Expiration Date].

All other terms and conditions outlined in our original agreement remains in full force and effect. We provide this extension as a gesture of our commitment to your long-term satisfaction with this executive placement.

Please acknowledge your receipt and acceptance of this extension by signing below and returning a copy to us.

Sincerely,

[Your Name]
[Your Title]
[Executive Search Firm Name]

Accepted and Agreed:

Signature: _____

Name: [Client Representative Name]

Date: _____