

head>

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Amendment to Recruitment Services Agreement - Volume Conversion Fees

Dear [Contact Name],

This letter serves as a formal amendment to the Recruitment Services Agreement signed on [Original Contract Date] between [Agency Name] and [Client Name].

To support your upcoming volume recruitment initiative, we are modifying the conversion fee terms (temp-to-perm) as follows:

- 1. Volume Threshold:** These modified terms apply only when [Number] or more candidates are converted to permanent status within a [Number]-month period.
- 2. Revised Conversion Fee:** The standard fee of [Original Percentage]% is hereby reduced to [New Percentage]% of the candidate's first-year annual salary.
- 3. Notice Period:** The required notice period for conversion is reduced from [Original Days] days to [New Days] days.

All other terms and conditions of the original Agreement remain in full force and effect. Please indicate your acceptance of these modified terms by signing below and returning a copy to us.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

Accepted and Agreed:

Signature: _____

Name: [Client Authorized Signatory]

Date: _____