

[Date]

[Client Name]
[Client Title]
[Company Name]
[Address]
[City, State, Zip]

Re: Modification of Retained Search Agreement - [Position Title]

Dear [Client Contact Name],

This letter serves as a formal amendment to the Retained Executive Search Agreement entered into on [Original Contract Date] between [Search Firm Name] and [Company Name] regarding the recruitment for the position of [Position Title].

Due to [Reason for Modification, e.g., changes in scope, revised compensation structure, or extended search parameters], both parties agree to modify the fee structure as follows:

1. Revised Professional Fee:

The total professional fee for this search shall be [New Percentage]% of the placed candidate's first-year total estimated cash compensation, or a fixed fee of \$[Amount].

2. Payment Schedule:

The remaining balance of the fee shall be invoiced as follows:

- [Amount/Percentage] due on [Date or Milestone]
- [Amount/Percentage] due upon [Date or Milestone]

3. Other Terms:

All other terms and conditions outlined in the original Agreement dated [Original Date], including expense reimbursements and the replacement guarantee, remain in full force and effect.

Please indicate your acceptance of these modified terms by signing below and returning a copy to our office.

Sincerely,

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

Agreed and Accepted:

For [Company Name]:

Signature: _____

Name: [Name of Authorized Signatory]

Date: _____