

Date: [Insert Date]

Client Name: [Insert Company Name]

Address: [Insert Company Address]

Attention: [Insert Contact Person Name]

RE: Contingency Placement Fee Agreement

Dear [Insert Name],

This letter serves as a formal agreement between [Insert Recruitment Agency Name] ("Agency") and [Insert Company Name] ("Client") regarding the placement of permanent personnel.

1. Services

The Agency will identify, screen, and present candidates for the position of [Insert Job Title] or other roles as requested by the Client.

2. Contingency Basis

Fees are earned only if a candidate introduced by the Agency is hired by the Client within [Insert Number, e.g., 12] months of the most recent referral. If no hire is made, no fee is due.

3. Fee Structure

The placement fee shall be [Insert Percentage, e.g., 20%] of the candidate's first-year total estimated annual base salary.

4. Payment Terms

The fee is payable in full within [Insert Number, e.g., 30] days of the candidate's start date. Invoices will be issued on the candidate's first day of employment.

5. Replacement Guarantee

Should the hired candidate voluntarily resign or be terminated for cause within [Insert Number, e.g., 90] days of their start date, the Agency will provide a one-time replacement for the same position at no additional cost, provided all original invoices were paid on time.

6. Confidentiality

All candidate resumes and information provided by the Agency are confidential. If the Client refers a candidate provided by the Agency to another department or entity that subsequently hires the candidate, the Client remains liable for the placement fee.

Please acknowledge your acceptance of these terms by signing below.

For [Insert Agency Name]:

Signature: _____

Name/Title: [Insert Name/Title]

For [Insert Client Name]:

Signature: _____

Name/Title: [Insert Name/Title]

Date: _____