

[Company Letterhead/Logo]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Fixed Term Contract Placement Fee Agreement

Dear [Name of Contact Person],

This letter serves to confirm the agreement between [Recruitment Agency Name] ("the Agency") and [Client Company Name] ("the Client") regarding the placement of a candidate on a Fixed Term Contract (FTC) basis.

1. Candidate Details

Candidate Name: [Candidate Full Name]

Job Title: [Position Title]

2. Contract Duration

The fixed term contract is scheduled to commence on [Start Date] and conclude on [End Date].

The total duration of the contract is [Number] months/weeks.

3. Placement Fee Calculation

The placement fee for this fixed term contract is calculated as follows:

[Percentage]% of the candidate's pro-rata annual gross salary for the duration of the term.

4. Total Fee Payable

The total fee due is [Amount and Currency]. This fee is subject to VAT where applicable.

5. Payment Terms

The invoice will be issued on the candidate's start date. Payment is due within [Number] days of the invoice date.

6. Contract Extension or Permanent Conversion

If the contract is extended beyond the initial end date, an additional fee will be calculated and invoiced based on the extension period. Should the candidate be offered a permanent position at any time during or within [Number] months after the contract ends, a full permanent placement fee will apply, minus any FTC fees already paid for the current term.

7. Early Termination

In the event that the candidate leaves or the contract is terminated early, the Agency's standard rebate policy as outlined in our general Terms of Business shall apply.

By signing below, both parties agree to the terms set out in this letter and the attached general Terms of Business.

Yours sincerely,

[Your Name]

[Your Title]

[Recruitment Agency Name]

Accepted and Agreed:

For and on behalf of [Client Company Name]

Date: _____