

[Company Header/Logo]

[Date]

[Client Contact Name]  
[Client Company Name]  
[Client Address]  
[City, State, Zip Code]

**Re: Interim Staffing Placement Fee Agreement**

Dear [Client Contact Name],

This letter serves to confirm the agreement between [Agency Name] and [Client Company Name] regarding the placement of interim personnel. This agreement outlines the professional fees associated with the placement of [Candidate Name] for the position of [Job Title].

**1. Assignment Details:**

- **Start Date:** [Date]
- **Estimated Duration:** [Number] months/weeks
- **Agreed Hourly/Daily Rate:** \$[Amount]

**2. Placement Fees:**

The client agrees to pay [Agency Name] a placement fee calculated as follows: [Percentage]% of the candidate's [Annualized/Total] compensation for the duration of the interim contract. Invoices will be issued [Weekly/Monthly] and are payable within [Number] days of receipt.

**3. Conversion to Permanent Status:**

Should [Client Company Name] choose to hire the interim staff member as a permanent employee at any point during or within [Number] months following the assignment, a conversion fee of \$[Amount] or [Percentage]% of the starting annual salary shall apply.

**4. Confidentiality:**

Both parties agree to keep the terms of this agreement and any candidate information strictly confidential.

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

Sincerely,

[Your Name]  
[Your Title]  
[Agency Name]

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**Accepted and Agreed:**

Signature: \_\_\_\_\_

Printed Name: [Name of Client Signatory]

Title: [Title]

Date: [Date]