

Date: [Insert Date]

Between: [Recruitment Agency Name] ("Agency")

And: [Client Company Name] ("Client")

Subject: Exclusive Flat Rate Recruitment Fee Agreement

Dear [Contact Name],

This letter serves as a formal agreement between [Recruitment Agency Name] and [Client Company Name] regarding the recruitment services for the following position(s): [Insert Job Title(s)].

1. Exclusivity

The Client agrees to grant the Agency the exclusive right to recruit for the specified position(s) for a period of [Insert Number] days, starting from the date of this agreement. During this period, the Client will not engage other agencies or internal resources for this specific search.

2. Flat Rate Fee

In exchange for successful placement, the Client agrees to pay the Agency a one-time flat fee of \$[Insert Amount] per candidate hired. This fee is fixed and is not calculated as a percentage of the candidate's salary.

3. Payment Terms

The flat rate fee shall become payable upon the candidate's start date. Invoices are to be paid within [Insert Number] days of receipt.

4. Replacement Guarantee

If the hired candidate leaves the company or is terminated for cause within [Insert Number] days of their start date, the Agency will conduct a one-time replacement search for the same position at no additional cost to the Client.

5. Confidentiality

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

Please sign below to indicate your acceptance of these terms.

For [Recruitment Agency Name]:

Signature: _____
Name/Title: _____
Date: _____

For [Client Company Name]:

Signature: _____
Name/Title: _____
Date: _____