

Date: [Insert Date]

Client Name: [Insert Client Company Name]

Address: [Insert Client Address]

Attention: [Insert Contact Person Name]

RE: Permanent Placement Flat Rate Recruitment Fee Agreement

Dear [Insert Contact Person Name],

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

Position Title: [Insert Job Title]

1. Flat Fee Agreement

The Client agrees to pay the Agency a one-time flat recruitment fee of **\$[Insert Amount]** for each candidate successfully placed in a permanent position. This fee is fixed and is not subject to change based on the final salary offered to the candidate.

2. Payment Terms

The flat fee shall become payable upon the candidate's commencement of employment (the "Start Date"). The Agency will submit an invoice on the Start Date, and the Client agrees to remit payment within [Insert Number, e.g., 14 or 30] days of the invoice date.

3. Replacement Guarantee

Should the placed candidate voluntarily resign or be terminated for cause within [Insert Number, e.g., 60 or 90] days of their Start Date, the Agency agrees to provide a one-time replacement search for the same position at no additional cost. This guarantee is valid only if the original invoice was paid in full within the agreed payment terms.

4. Ownership of Candidates

Any candidate introduced by the Agency to the Client shall remain a candidate of the Agency for a period of [Insert Number, e.g., 12] months from the date of introduction. If the Client hires the candidate in any capacity during this period, the flat fee stated in this agreement remains applicable.

5. Confidentiality

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

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

For [Insert Recruitment Agency Name]:

Signature: _____

Name/Title: [Insert Name/Title]

Date: _____

For [Insert Client Company Name]:

Signature: _____

Name/Title: [Insert Name/Title]

Date: _____