

[Date]

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

Subject: Volume Recruitment Fee Discount Agreement

Dear [Contact Person Name],

This letter serves to formalize the agreement between [Recruitment Agency Name] and [Client Company Name] regarding a discounted fee structure for volume hiring requirements.

In consideration of the volume of placements projected for the period of [Start Date] to [End Date], both parties agree to the following adjusted fee schedule:

- **Standard Placement Fee:** [Original Percentage]% of the candidate's first-year annual salary.
- **Volume Tier 1 ([Number] to [Number] hires):** [Discounted Percentage]% per placement.
- **Volume Tier 2 ([Number]+ hires):** [Lower Discounted Percentage]% per placement.

Terms and Conditions:

- The discount applies only if the minimum number of placements is met within the specified timeframe.
- Invoices will be issued upon the candidate's start date and are payable within [Number] days.
- All other terms outlined in our standard Service Agreement remain in full effect.

Please indicate your acceptance of these terms by signing below and returning a copy of this letter.

Sincerely,

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

Accepted and Agreed:

Signature: _____

Print Name: _____

Date: _____