

Date: [Insert Date]

Client Name: [Insert Client Contact Name]

Company Name: [Insert Company Name]

Address: [Insert Company Address]

Subject: Exclusive Recruitment Retainer and Installment Fee Agreement

Dear [Insert Client Name],

This letter confirms the agreement between [Insert Recruitment Agency Name] ("Agency") and [Insert Company Name] ("Client") regarding the exclusive search for the position of **[Insert Job Title]**.

1. Exclusivity

The Client grants the Agency the exclusive right to recruit for this position for a period of [Insert Number] days starting from the date of this agreement.

2. Total Professional Fee

The total recruitment fee for this placement is agreed at [Insert Percentage]% of the candidate's first-year annual gross remuneration, or a flat fee of \$[Insert Amount].

3. Retainer Installment Schedule

The total fee shall be paid in three (3) installments as follows:

- **First Installment (Retainer):** \$[Insert Amount] or [Insert %] of the estimated fee. Due upon signing this agreement to initiate the search. This fee is non-refundable.
- **Second Installment (Shortlist):** \$[Insert Amount] or [Insert %] of the estimated fee. Due upon the presentation of a qualified shortlist of candidates.
- **Final Installment (Placement):** The remaining balance of the total fee. Due within [Insert Number] days of the candidate's commencement of employment.

4. Terms of Payment

Invoices are payable within [Insert Number] days of receipt. All payments made towards the retainer and second installment will be credited against the final placement fee.

5. Replacement Guarantee

If the hired candidate leaves within [Insert Number] days of their start date, the Agency will conduct a replacement search for no additional professional fee, provided all installments were paid on time.

Please acknowledge your acceptance of these terms by signing below.

For [Insert Recruitment Agency Name]:

Signature: _____

Name/Title: [Insert Name/Title]

For [Insert Company Name]:

Signature: _____

Name/Title: [Insert Name/Title]

Date: _____