

[Date]

[Client Name]
[Client Company]
[Client Address]

RE: Project Recruitment Retainer Installment Fee Agreement

Dear [Client Contact Person Name],

This letter serves to confirm the agreement between [Recruitment Agency Name] and [Client Company] regarding the payment structure for the recruitment project for the position of [Job Title/Project Name].

The total agreed-upon recruitment fee is [Total Amount/Percentage]. This fee will be paid in installments as follows:

1. First Installment (Retainer): [Amount]
Due upon execution of this agreement to initiate the search process.

2. Second Installment (Shortlist): [Amount]
Due upon the presentation of a qualified shortlist of candidates.

3. Final Installment (Placement): [Amount]
Due within [Number] days of the candidate's commencement of employment.

All invoices are payable within [Number] days of receipt. The initial retainer is non-refundable and will be credited toward the total placement fee.

Please acknowledge your acceptance of these terms by signing below.

Sincerely,

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

Agreed and Accepted:

Signature: _____

Name: [Client Representative Name]

Date: _____