

Date: [Insert Date]

Between:

[Company Name]
[Company Address]
(The "Company")

And:

[Agency/University Name]
[Address]
(The "Partner")

Subject: Campus Hiring Project Recruitment Fee Agreement

Dear [Contact Name],

This letter serves as a formal agreement regarding the recruitment fees for the [Year] Campus Hiring Project. The terms are as follows:

1. Scope of Services:

The Partner will provide recruitment services for the Company's campus hiring drive, including candidate sourcing, screening, and interview coordination for the following roles: [List Roles].

2. Fee Structure:

The Company agrees to pay the Partner a fee of [Amount or Percentage] per successful hire. A "successful hire" is defined as a candidate who accepts the offer and joins the Company on the agreed start date.

3. Payment Terms:

Invoices shall be submitted by the Partner upon the candidate's start date. The Company will process payments within [Number] days of receiving a valid invoice.

4. Replacement Guarantee:

If a hired candidate leaves the Company within [Number] months of their start date, the Partner will provide a replacement candidate at no additional cost or refund [Percentage]% of the fee.

5. Validity:

This agreement is valid for the duration of the [Year] campus recruitment cycle and expires on [Date].

Please sign below to indicate your acceptance of these terms.

For [Company Name]:

Signature: _____

Name: [Name]

Title: [Title]

For [Partner Name]:

Signature: _____

Name: [Name]

Title: [Title]