

Date: [Insert Date]

Between: [Your Company Name] ("Agency")

And: [Client Company Name] ("Client")

Subject: Exclusive Project-Based Recruitment Fee Agreement

This letter serves as a formal agreement regarding the exclusive recruitment services provided by Agency to Client for the following project: [Insert Project Name/Job Titles].

1. Exclusivity

Client grants Agency the exclusive right to represent and recruit for the specified positions for a period of [Insert Duration, e.g., 90 days] starting from the date of this agreement.

2. Fee Structure

Client agrees to pay Agency a placement fee of [Insert Percentage]% of the candidate's first-year total annual gross compensation. This fee is payable upon the successful hire and start date of the candidate.

3. Payment Terms

Invoices are due and payable within [Insert Number, e.g., 14] days of the candidate's commencement of employment.

4. Guarantee Period

If the hired candidate leaves the position within [Insert Number, e.g., 90] days for any reason other than redundancy, Agency will provide a one-time replacement search at no additional cost.

5. Confidentiality

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

Please sign below to indicate your acceptance of these terms.

For Agency:

Signature: _____

Name/Title: [Insert Name/Title]

For Client:

Signature: _____

Name/Title: [Insert Name/Title]