

Date: [Insert Date]

Between:

The Agency: [Insert Recruitment Agency Name]

The Client: [Insert Company Name]

Subject: Mass Hiring Project Recruitment Fee Agreement

Dear [Insert Contact Name],

This letter confirms the agreement between [Insert Agency Name] and [Insert Company Name] regarding the mass hiring project for the position(s) of [Insert Job Titles]. This agreement applies to a projected volume of [Insert Number] hires within the period of [Insert Start Date] to [Insert End Date].

1. Professional Fees

In consideration of the volume of hires, a discounted flat fee or percentage per hire has been agreed upon as follows:

- Fee per Placement: [Insert Amount or Percentage, e.g., \$1,000 per hire or 10% of annual salary]
- Total Estimated Project Value: [Insert Total Amount]

2. Payment Terms

Invoices will be issued upon [Insert Trigger, e.g., the candidate's start date]. Payment is due within [Insert Number] days of the invoice date.

3. Replacement Guarantee

Should a placed candidate leave or be terminated for cause within [Insert Number] days of their start date, the Agency will provide a one-time replacement for that position at no additional cost.

4. Exclusivity

[Insert Company Name] agrees that for the duration of this project, the Agency will be the [Insert "Exclusive" or "Non-Exclusive"] provider for these specific roles.

5. Termination

Either party may terminate this project agreement with [Insert Number] days' written notice. Any candidates already introduced by the Agency prior to termination remain subject to the fees outlined above if hired within [Insert Number] months.

Please sign below to indicate your acceptance of these terms.

For [Insert Agency Name]:

Signature: _____
Name/Title: [Insert Name/Title]

For [Insert Company Name]:

Signature: _____
Name/Title: [Insert Name/Title]