

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Short-Term Assignment Recruitment Fee Agreement

Dear [Contact Person Name],

This letter confirms the agreement between [Recruitment Agency Name] ("Agency") and [Client Company Name] ("Client") regarding the placement of temporary personnel for the following short-term assignment:

- **Project/Position:** [Position Name]
- **Estimated Duration:** [Start Date] to [End Date]
- **Candidate Name:** [Candidate Name (if applicable)]

1. Recruitment Fee

The Client agrees to pay a recruitment fee of [Percentage]% of the candidate's total gross compensation for the duration of the assignment, or a fixed flat fee of \$[Amount].

2. Payment Terms

Invoices will be issued on [Weekly/Monthly/Project Completion] basis. Payments are due within [Number] days of the invoice date.

3. Conversion to Permanent Employment

Should the Client decide to hire the candidate on a permanent basis within [Number] months of the assignment end date, a separate conversion fee of [Percentage]% of the first year's annual salary will apply.

4. Confidentiality

All candidate information provided by the Agency is confidential and intended solely for the Client's internal use.

Please sign below to acknowledge your acceptance of these terms.

For [Recruitment Agency Name]:

Signature: _____

Date: _____

For [Client Company Name]:

Signature: _____

Date: _____