

[Company Name]

[Address]

[City, State, Zip Code]

[Date]

[Recruitment Agency Name]

[Contact Person]

[Address]

[City, State, Zip Code]

RE: Specialized Technical Project Recruitment Fee Agreement

Dear [Contact Name],

This letter serves as a formal agreement between **[Company Name]** (the "Client") and **[Recruitment Agency Name]** (the "Agency") regarding the recruitment services for the specialized technical project: **[Project Name/Reference]**.

1. Scope of Services:

The Agency will identify, screen, and present qualified candidates for the following technical roles: [List Roles, e.g., Senior Systems Architect, Lead DevOps Engineer].

2. Fee Structure:

The Client agrees to pay the Agency a recruitment fee based on the following terms:

- **Fee Percentage:** [Percentage]% of the candidate's first-year total base salary.
- **Payment Schedule:** Fees are payable within [Number] days of the candidate's start date.

3. Retainer (if applicable):

An upfront engagement fee of \$[Amount] is required to commence the search. This amount will be deducted from the final placement fee.

4. Guarantee Period:

The Agency provides a replacement guarantee of [Number] days. If the candidate leaves or is terminated for cause within this period, the Agency will find a replacement at no additional cost.

5. Exclusivity and Ownership:

Candidate resumes submitted by the Agency are owned by the Agency for a period of [Number] months. If the Client hires the candidate for any position within this timeframe, the agreed fee applies.

6. Termination:

Either party may terminate this agreement with [Number] days' written notice. Any candidates already introduced remain subject to the terms of this agreement.

Please acknowledge your acceptance of these terms by signing below.

Sincerely,

[Name of Authorized Representative]

[Title]

[Company Name]

Accepted and Agreed:

[Name of Agency Representative]

[Title]

[Date]