

[Company Name]
[Address Line 1]
[Address Line 2]
[Date]

[Recruitment Agency Name]
[Contact Person Name]
[Address Line 1]
[Address Line 2]

RE: Exclusive Preferred Supplier List (PSL) Fee Agreement

Dear [Contact Person Name],

Following our recent discussions, I am pleased to confirm that [Recruitment Agency Name] has been selected as an exclusive member of the Preferred Supplier List (PSL) for [Company Name] for the provision of recruitment services.

This agreement sets out the specific commercial terms for this exclusive partnership:

- 1. Period of Exclusivity:** This agreement is valid from [Start Date] to [End Date], unless terminated earlier by either party with [Number] days' written notice.
- 2. Fee Structure:** For all successful placements made during this period, [Company Name] agrees to pay a placement fee of [Percentage]% of the candidate's first-year base salary.
- 3. Payment Terms:** Invoices shall be submitted upon the candidate's start date. Payment is due within [Number] days of the invoice date.
- 4. Rebate Scheme:** Should a candidate leave the employment of [Company Name] within the first [Number] weeks, a rebate will apply as follows:
 - 0-4 weeks: [Percentage]% refund
 - 5-8 weeks: [Percentage]% refund
 - 9-12 weeks: [Percentage]% refund
- 5. Exclusivity Clause:** During the term of this agreement, [Company Name] agrees to release all [Department/Job Level] vacancies exclusively to [Recruitment Agency Name] for a period of [Number] working days before engaging any other third-party agencies.

Please sign and return a copy of this letter to confirm your acceptance of these terms.

Yours sincerely,

[Signature]

[Your Name]
[Your Job Title]

Acceptance:

I, [Name], acting on behalf of [Recruitment Agency Name], accept the terms and conditions outlined in this Exclusive PSL Fee Agreement.

Signed: _____

Date: _____