

[Company Header/Logo]

[Date]

[Contact Name]

[Recruitment Agency Name]

[Address]

[City, State, Zip Code]

Subject: Agreement for Permanent Placement Preferred Supplier List (PSL)

Dear [Contact Name],

We are pleased to confirm that [Recruitment Agency Name] has been selected as a member of the Preferred Supplier List (PSL) for [Company Name] regarding permanent staff placements.

This agreement outlines the agreed fee structure and terms of business effective from [Start Date] until [End Date/Further Notice]:

- **Placement Fee:** [Percentage]% of the candidate's first-year gross annual salary.
- **Payment Terms:** Invoices are payable within [Number] days of the candidate's start date.
- **Rebate Period:** If the candidate leaves within the first [Number] weeks, a rebate of [Percentage]% will apply as follows:
 - Weeks 1-4: [Percentage]%
 - Weeks 5-8: [Percentage]%
 - Weeks 9-12: [Percentage]%
- **Exclusivity:** [Specify if any exclusivity period applies].

By engaging with us and introducing candidates, you agree to these terms, which supersede any previous verbal or written agreements.

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

Yours sincerely,

[Your Name]

[Your Title]

[Company Name]

Acknowledge and Agreed:

Signature: _____

Name: [Name of Agency Representative]

Date: _____