

Date: [Insert Date]

[Client Name]
[Client Title]
[Company Name]
[Company Address]

Subject: Revised Recruitment Fee Agreement - Exclusive Partnership

Dear [Client Name],

Following our recent discussion regarding the strategic hiring needs of [Company Name], this letter serves to formally outline the revised fee structure under an Exclusive Partnership agreement between [Recruitment Agency Name] and [Company Name].

In consideration of [Recruitment Agency Name] acting as the sole and exclusive recruitment partner for the [Job Title/Department] search, we have agreed to the following revised terms:

- **Exclusivity Period:** [Recruitment Agency Name] will have the exclusive right to represent this vacancy for a period of [Number] days/months starting from [Start Date].
- **Revised Recruitment Fee:** The placement fee has been adjusted to [%] of the candidate's total first-year annual gross remuneration.
- **Payment Terms:** Invoices are payable within [Number] days of the candidate's start date.
- **Guarantee Period:** We offer a replacement guarantee of [Number] days should the candidate leave or be terminated for cause, subject to the original terms of business.

By signing below, both parties agree that all other standard terms and conditions previously established remain in full force, except for the specific fee and exclusivity revisions noted above.

We look forward to successfully securing the right talent for your team through this dedicated partnership.

Sincerely,

[Your Name]
[Your Title]
[Recruitment Agency Name]

Agreed and Accepted By:

Signature: _____

Name: [Client Authorized Signatory]

Date: _____