

[Date]

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

**Subject: Revised Recruitment Fee Agreement - Flat Rate**

Dear [Client Name],

This letter serves as a formal amendment to our existing recruitment services agreement dated [Original Agreement Date]. Following our recent discussions, we have agreed to revise the fee structure for the following position(s):

- **Position Title:** [Job Title]
- **Revised Fee Structure:** Flat Rate
- **Agreed Amount:** \$[Amount] per placement

The revised flat rate fee of \$[Amount] will be invoiced upon the candidate's successful start date. This fee replaces any previous percentage-based commission or previous flat rate agreements for this specific project.

All other terms and conditions of our original agreement, including the payment terms of [Number] days and the guarantee/replacement period of [Number] days, remain in full effect.

Please acknowledge your acceptance of this revised fee structure by signing below and returning a copy to us.

Sincerely,

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

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**Accepted and Agreed:**

Signature: \_\_\_\_\_

Name: [Client Printed Name]

Date: \_\_\_\_\_