Date: [Insert Date]

Between:

[Your Company Name]
[Your Address]
[Your City, State, Zip Code]

And:

[Supplier/Agency Name]
[Supplier Address]
[Supplier City, State, Zip Code]

Subject: Mutual Revised Recruitment Fee Agreement

Dear [Contact Name],

This letter serves as a formal amendment to the existing recruitment services agreement between [Your Company Name] and [Supplier Name] dated [Original Agreement Date].

By signing this document, both parties mutually agree to revise the recruitment fee structure as follows:

1. Revised Placement Fee:
The new agreed placement fee shall be [Percentage]% of the candidate's first-year base salary. This replaces the previous fee of [Old Percentage]%.

2. Effective Date:
These revised terms will apply to all candidate introductions made on or after [Effective Date].

3. Payment Terms:
Invoices shall be payable within [Number] days of the candidate's start date, subject to the terms of the original agreement.

4. Rebate/Guarantee Period:
The standard [Number]-day replacement guarantee remains in effect as per the original contract, unless otherwise specified here: [Insert Changes if applicable].

All other terms and conditions of the original Preferred Supplier Agreement remain in full force and effect.

Please indicate your acceptance of these revised terms by signing and returning a copy of this letter.

For [Your Company Name]:

Signature: _____
Name: [Print Name]
Title: [Print Title]
Date: [Date]

For [Supplier Name]:

Signature: _____
Name: [Print Name]
Title: [Print Title]
Date: [Date]