

[Date]

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

Re: Revised Retained Search Agreement - [Job Title/Reference Number]

Dear [Client Name],

Following our recent discussion on [Date], this letter serves to formally amend the recruitment fee structure for the ongoing search for the position of [Job Title]. This agreement replaces the previous fee terms outlined in the contract dated [Original Contract Date].

1. Revised Total Professional Fee

The total recruitment fee for this assignment is now agreed at [Percentage]% of the candidate's first-year total estimated cash compensation, or a fixed flat fee of \$[Amount].

2. Payment Schedule

The revised fee will be payable in three installments as follows:

- **Retainer (Commencement Fee):** \$[Amount] - (Due immediately/Already paid).
- **Shortlist Fee:** \$[Amount] - Payable upon the presentation of a qualified shortlist of candidates.
- **Completion Fee:** Remaining balance - Payable upon the candidate's acceptance of the offer and/or start date.

3. Out-of-Pocket Expenses

All pre-approved travel and administrative expenses incurred during the search will be invoiced monthly and are payable separately from the professional fee.

4. Terms and Conditions

All other terms and conditions set forth in the original agreement dated [Original Date] remain in full force and effect.

Please acknowledge your acceptance of these revised terms by signing below and returning a copy to our office.

Sincerely,

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

Accepted and Agreed:

Signature: _____

Name: [Client Name]

Date: _____