

[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Subject: Revised Recruitment Fee Agreement for Contract Staffing

Dear [Contact Person Name],

This letter serves as a formal revision to our recruitment fee agreement regarding contract staffing services provided by [Agency Name]. Following our recent discussions, we have updated our fee structure to better reflect the scope of our current partnership.

Effective [Effective Date], the following terms will apply to all new contract placements:

1. Contract Markup Rate:

The service fee for contract staff will be calculated at a markup of [Percentage]% over the candidate's hourly pay rate. This includes all payroll taxes, insurance, and administrative costs.

2. Conversion Fee (Temp-to-Hire):

Should [Client Name] wish to convert a contract staff member to a permanent employee, a conversion fee will apply as follows:

- 0 to 3 months: [Percentage]% of first-year annual salary.
- 3 to 6 months: [Percentage]% of first-year annual salary.
- After 6 months: [Reduced Fee or No Fee].

3. Payment Terms:

Invoices will be issued [Weekly/Bi-weekly] and are payable within [Number] days of the invoice date.

All other terms and conditions from our original agreement dated [Original Agreement Date] remain in full force and effect. Please acknowledge your acceptance of these revised terms by signing below and returning a copy to us.

Sincerely,

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

Accepted and Agreed:

Signature: _____

Print Name: _____

Date: _____