

[Date]

[Client Name]

[Client Title]

[Company Name]

[Company Address]

Subject: Revised Recruitment Fee Agreement for Executive Search Services

Dear [Client Name],

This letter serves as a formal amendment to the original recruitment agreement dated [Original Date] between [Search Firm Name] and [Company Name]. Following our recent discussions, we have agreed to revise the fee structure for the following executive search: **[Job Title/Reference Number]**.

The revised terms are as follows:

- **Placement Fee:** [Percentage]% of the candidate's first-year total annual cash compensation (base salary plus guaranteed bonus).
- **Payment Schedule:**
 - [Percentage]% non-refundable retainer due upon execution of this letter.
 - [Percentage]% due upon presentation of the short-listed candidates.
 - Remaining balance due within [Number] days of the candidate's start date.
- **Guarantee Period:** If the hired candidate leaves or is terminated for cause within [Number] days, [Search Firm Name] will conduct a one-time replacement search at no additional professional fee.

All other terms and conditions set forth in the original agreement remain in full force and effect. Please indicate your acceptance of these revised terms by signing below and returning a copy to us.

Sincerely,

[Your Name]

[Your Title]

[Search Firm Name]

Accepted and Agreed:

Signature: _____

Name/Title: _____

Date: _____