

[Date]

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

Subject: Revised Recruitment Fee Agreement for International Placements

Dear [Client Contact Name],

This letter serves as a formal amendment to our previous recruitment services agreement dated [Original Agreement Date]. Due to the additional administrative requirements, visa processing support, and international compliance measures involved in global sourcing, we have revised our fee structure for international placements.

1. Revised Fee Structure:

The recruitment fee for international placements shall be [Percentage]% of the candidate's first-year total gross annual remuneration. This fee is inclusive of [List specific services, e.g., initial background checks, language proficiency screening].

2. Payment Terms:

The fee will be invoiced upon the candidate's formal acceptance of the offer. Payment is due within [Number] days of the invoice date. All payments must be made in [Currency].

3. International Logistics Costs:

Please note that this fee does not cover third-party costs such as visa application fees, airfare, relocation stipends, or legal legalization of documents. These costs remain the responsibility of [The Client / The Candidate].

4. Guarantee Period:

We offer a replacement guarantee of [Number] days. Should the candidate leave or be terminated for cause within this period, [Agency Name] will source a replacement at no additional recruitment fee, excluding any new logistical costs.

All other terms and conditions from the original agreement 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]

Agreement Acceptance:

Authorized Signature: _____

Print Name: _____

Date: _____