

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Revised Recruitment Fee Agreement - Volume Hiring Project: [Project Name/Department]

Dear [Contact Name],

Following our recent discussions regarding the high-volume recruitment needs for [Company Name], this letter serves to formally outline the revised fee structure for the upcoming project. To support your goal of hiring [Number] staff members within the [Timeframe] period, we have adjusted our standard terms to reflect the scale of this engagement.

1. Scope of Project

This agreement applies specifically to the recruitment of [Position Titles] for the [Project Name] project, with an anticipated total of [Number] placements.

2. Revised Fee Structure

In consideration of the volume of hires, the recruitment fee has been revised as follows:

- **Volume Discount Rate:** [Percentage]% of the candidate's first-year base salary (Reduced from our standard [Standard Percentage]%).
- **Flat Fee Option (if applicable):** A fixed rate of \$[Amount] per successful hire.

3. Payment Schedule

Invoices will be issued upon the candidate's start date. Payment is due within [Number] days of the invoice date.

4. Replacement Guarantee

Should any candidate placed under this volume agreement leave the company within the first [Number] days of employment, [Agency Name] will provide a one-time replacement for that position at no additional cost.

5. Terms and Conditions

All other terms and conditions outlined in our original Master Service Agreement dated [Date] remain in full effect. This volume-based pricing is valid provided that a minimum of [Number] hires are made through [Agency Name] during the project term.

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

We look forward to partnering with you on this growth initiative.

Sincerely,

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

Acceptance:

Signature: _____ Date: _____

Name and Title: _____