

[Current Date]

[Recipient Name]

[Recipient Job Title]

[Client Company Name]

[Company Address]

Subject: Revised Recruitment Fee Agreement and Modified Payment Terms

Dear [Recipient Name],

Following our recent discussion on [Date], this letter serves as a formal revision to the recruitment fee agreement between [Recruitment Agency Name] and [Client Company Name] regarding the placement of [Position Name or Candidate Name].

As agreed, we have modified the payment structure as follows:

- **Total Placement Fee:** [Amount or Percentage of Annual Salary]
- **First Installment:** [Amount] due on [Date or Milestone, e.g., Candidate Start Date]
- **Second Installment:** [Amount] due on [Date or Milestone, e.g., 30 days after start date]
- **Final Installment:** [Amount] due on [Date or Milestone, e.g., Completion of 90-day probation]

Guarantee Period: The replacement guarantee period remains at [Number] days, provided that all payments are made according to the schedule above.

All other terms and conditions from the 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]

[Recruitment Agency Name]

Accepted and Agreed:

Signature: _____

Name: [Print Name]

Date: _____