

[Company Header/Logo]

[Date]

[Client Contact Name]
[Client Company Name]
[Client Address]

RE: Revised Recruitment Fee Agreement - Tiered Structure

Dear [Client Contact Name],

Following our recent discussion, this letter serves as a formal amendment to our recruitment services agreement. To better align with your current hiring needs and provide a scalable solution, we are moving to the following tiered fee structure for all future placements effective [Start Date].

1. Fee Structure

The placement fee shall be calculated as a percentage of the candidate's first-year total gross annual base salary as follows:

- **Tier 1:** Salaries up to \$[Amount] - [Percentage]% Fee
- **Tier 2:** Salaries between \$[Amount] and \$[Amount] - [Percentage]% Fee
- **Tier 3:** Salaries exceeding \$[Amount] - [Percentage]% Fee

2. Payment Terms

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

3. Guarantee Period

Should a placed candidate leave the company within [Number] days of their start date, [Recruitment Agency Name] will provide a one-time replacement for the position at no additional cost, provided all original invoices were paid on time.

4. Acceptance

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 by:

[Client Representative Name]

[Date]