

Date: [Insert Date]

Between:

[Company Name]
[Company Address]
(The "Employer")

And:

[Recruitment Agency Name]
[Agency Address]
(The "Agency")

Subject: Renewal of Graduate Recruitment Campaign Fee Agreement

Dear [Contact Name],

This letter serves to formally renew the agreement between [Company Name] and [Recruitment Agency Name] for the management and execution of the [Year] Graduate Recruitment Campaign.

1. Term of Renewal

This renewal is effective from [Start Date] and shall remain in effect until [End Date] or until the completion of the recruitment cycle for the [Year] intake.

2. Services Provided

The Agency will provide graduate sourcing, screening, assessment center coordination, and offer management services as outlined in the original agreement dated [Original Agreement Date].

3. Fee Structure

The parties agree to the following fee schedule for this campaign:

- **Retainer/Campaign Fee:** [Amount] (Payable upon signing)
- **Placement Fee:** [Percentage]% of the first-year base salary per graduate hired.
- **Advertising Budget:** [Amount] (To be billed at cost).

4. Payment Terms

All invoices shall be paid within [Number] days of receipt. All fees are exclusive of applicable taxes.

5. Acceptance

By signing below, both parties agree to the terms of this renewal under the General Terms and Conditions previously established.

For [Company Name]:

Signature: _____

Name: [Print Name]

Title: [Title]

Date: [Date]

For [Recruitment Agency Name]:

Signature: _____

Name: [Print Name]

Title: [Title]

Date: [Date]