

**Date:** [Insert Date]

**Client Name:** [Insert Contact Person]

**Company Name:** [Insert Company Name]

**Address:** [Insert Company Address]

**Subject: Graduate Recruitment Campaign Fee Agreement**

Dear [Insert Name],

This letter outlines the terms and fee structure for the graduate recruitment campaign to be conducted by [Your Agency Name] for [Company Name].

**1. Scope of Services**

[Your Agency Name] will manage the end-to-end recruitment process for the [Year] Graduate Intake, including candidate sourcing, initial screening, and coordination of assessment centers.

**2. Fee Structure**

The fee for this campaign is calculated as follows:

- **Campaign Management Fee:** [Insert Amount] (Payable upon commencement).
- **Placement Fee:** [Insert Percentage]% of the first-year base salary for each successful hire.
- **Advertising Costs:** [Insert Amount] (Subject to prior approval).

**3. Payment Terms**

Invoices are payable within [Insert Number] days of receipt. Placement fees will be invoiced upon the candidate's formal acceptance of the offer.

**4. Rebate Clause**

Should a graduate leave the company within the first [Insert Number] weeks of employment, a rebate of [Insert Percentage]% of the placement fee will apply, provided all original invoices were paid on time.

**5. Exclusivity**

[Your Agency Name] will act as the [Exclusive/Lead] partner for this specific graduate campaign for a period of [Insert Duration].

Please sign below to indicate your acceptance of these terms.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]

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**Accepted by:**

Signature: \_\_\_\_\_

Name: [Insert Name]

Date: [Insert Date]