

Date: [Insert Date]

Client Name: [Insert Contact Person]

Company Name: [Insert Company Name]

Address: [Insert Company Address]

Subject: Fee Agreement for [Year] Graduate Recruitment Campaign

Dear [Insert Name],

This letter outlines the tiered pricing structure and terms of engagement for the upcoming graduate recruitment campaign managed by [Recruitment Agency Name].

1. Scope of Services

The agency will provide end-to-end recruitment services, including candidate sourcing, initial screening, and coordination of assessment centers for the [Year] graduate intake.

2. Tiered Pricing Structure

The placement fees are calculated based on the total volume of successful hires during this specific campaign:

- **Tier 1 (1-5 Hires):** [Percentage]% of first-year base salary per candidate.
- **Tier 2 (6-15 Hires):** [Percentage]% of first-year base salary per candidate.
- **Tier 3 (16+ Hires):** [Percentage]% of first-year base salary per candidate.

3. Payment Terms

- Invoices will be issued upon the candidate's official start date.
- Standard payment terms are [Number] days from the date of invoice.
- The tiered rate applies retroactively once a new volume threshold is met / applies only to the candidates within that specific bracket [Select one].

4. Rebate Period

Should a candidate leave within the first [Number] weeks of employment, a rebate of [Percentage]% will apply, subject to the terms in our master service agreement.

5. Agreement Acceptance

Please sign and return a copy of this letter to confirm your agreement to these terms.

For [Company Name]:

Signature: _____

Date: _____

For [Recruitment Agency Name]:

Signature: _____

Date: _____