

[Sender Name]
[Sender Title]
[Agency Name]
[Date]

[Client Name]
[Client Title]
[Company Name]
[Address]

RETAINED SEARCH AGREEMENT

Dear [Client Contact Name],

This letter confirms the agreement between [Agency Name] and [Company Name] regarding the executive search for the position of [Job Title].

1. Scope of Search

[Agency Name] will conduct an exclusive, retained search to identify, evaluate, and present qualified candidates for the aforementioned role.

2. Professional Fees

The total fee for this assignment is [Percentage]% of the candidate's first-year total estimated cash compensation. The minimum fee is set at \$[Amount].

3. Payment Schedule

The fee will be paid in three installments:

- **First Installment:** \$[Amount] (Retainer) due upon signing this agreement to initiate the search.
- **Second Installment:** \$[Amount] due 30 days after the search commencement.
- **Final Installment:** Remaining balance due upon the candidate's acceptance of the offer.

4. Exclusivity

[Company Name] agrees that [Agency Name] will be the sole representative for this search. Any candidates identified through other sources during this period will be referred to [Agency Name] for evaluation.

5. Expenses

Pre-approved travel and out-of-pocket expenses incurred during the search will be reimbursed by [Company Name] on a monthly basis.

6. Replacement Guarantee

Should the hired candidate leave the company for any reason other than restructuring or

redundancy within [Number] months, [Agency Name] will conduct a new search for the same position at no additional professional fee, excluding expenses.

7. Confidentiality

Both parties agree to maintain the confidentiality of all proprietary information exchanged during the search process.

Please sign below to signify your acceptance of these terms.

Accepted for [Agency Name]:

_____ Date: _____

Accepted for [Company Name]:

_____ Date: _____