

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

[City, State, Zip Code]

Dear [Client Name],

This letter serves to formally confirm the engagement of [Search Firm Name] to conduct a confidential executive search for the position of [Job Title] on behalf of [Company Name].

### **1. Scope of Assignment**

We will identify, evaluate, and present qualified candidates who meet the specific criteria discussed during our briefing on [Date]. This search is classified as strictly confidential. No information regarding this assignment or the identity of [Company Name] will be disclosed to any third party or potential candidate without prior authorization.

### **2. Search Process**

Our process will include market research, direct sourcing, preliminary interviewing, and comprehensive background assessment. We anticipate presenting a shortlist of qualified candidates by [Target Date].

### **3. Fees and Expenses**

The professional fee for this assignment is [Amount or Percentage]. This fee will be payable in the following installments:

- One-third as a retainer upon commencement.
- One-third upon the presentation of the candidate shortlist.
- The final balance upon the candidate's acceptance of the offer.

All pre-approved travel and administrative expenses incurred during the search will be billed monthly at cost.

### **4. Confidentiality Agreement**

Both parties agree to maintain the highest level of discretion. All candidate data provided to [Company Name] is for internal use only and must not be shared outside the organization.

### **5. Guarantee**

Should the placed candidate depart or be terminated for cause within [Number] months of their start date, we will redo the search for no additional professional fee, excluding expenses.

Please acknowledge your acceptance of these terms by signing below and returning a copy to our office.

Sincerely,

[Your Name]

[Your Title]

[Search Firm Name]

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**Accepted and Agreed:**

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

Name: [Client Name]

Date: \_\_\_\_\_