

[Date]

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

**Subject: Confirmation of Exclusive Recruitment Assignment - [Job Title]**

Dear [Client Name],

This letter serves to confirm that [Recruitment Agency Name] has been appointed as the exclusive recruitment partner for the following position:

- **Position Title:** [Job Title]
- **Exclusivity Period:** [Start Date] to [End Date]
- **Agreed Fee:** [Percentage]% of the candidate's first-year annual salary

**Exclusivity Terms:**

During the agreed exclusivity period, [Company Name] agrees to refer all direct applications or internal inquiries related to this role to [Recruitment Agency Name]. Furthermore, no other recruitment agencies will be engaged for this specific vacancy during this timeframe.

**Our Commitment:**

In exchange for exclusivity, [Recruitment Agency Name] commits to a prioritized search process, including:

- Targeted headhunting and networking.
- Full screening and competency-based interviewing.
- Regular weekly progress reports.
- [Other specific service, e.g., Psychometric testing].

Please acknowledge your agreement to these terms by signing below and returning a copy of this letter.

We look forward to delivering a successful hire for your team.

Sincerely,

[Your Name]  
[Your Title]  
[Recruitment Agency Name]

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**Client Acceptance:**

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

Name: [Print Name]

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