

[Date]

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

Re: Confirmation of Executive Search Assignment - [Job Title]

Dear [Client Last Name],

This letter serves to formally confirm that [Executive Search Firm Name] has been retained by [Company Name] to conduct an executive search for the position of [Job Title].

Scope of Assignment:

We will identify, evaluate, and present qualified candidates based on the position specifications discussed on [Date]. Our goal is to secure a candidate who aligns with your organizational culture and strategic objectives.

Professional Fees:

The professional fee for this assignment is [Percentage]% of the placed candidate's first-year total estimated cash compensation. A retainer of [Amount] is due upon the signing of this letter to initiate the search.

Billing Schedule:

- Initial Retainer: [Amount/Percentage] due now.
- Progress Payment: [Amount/Percentage] due on [Milestone/Date].
- Final Balance: Due upon the candidate's acceptance of the offer.

Expenses:

Out-of-pocket expenses, including travel for consultants and candidates, background checks, and administrative costs, will be billed monthly at cost.

Guarantee:

Should the placed candidate leave the company for any reason other than organizational restructuring within [Number] months of their start date, we will conduct a replacement 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.

We look forward to a successful partnership.

Sincerely,

[Your Name]
[Your Title]
[Executive Search Firm Name]

Accepted and Agreed:

Signature: _____

Date: _____