

[Date]

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

Dear [Client Name],

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

1. Scope of Work

We will identify, evaluate, and present qualified candidates for the role based on the position specifications discussed on [Date]. Our process includes original research, competency-based interviews, and detailed candidate assessments.

2. Professional Fees

The professional fee for this assignment is [Percentage]% of the successful candidate's total first-year estimated cash compensation, with a minimum fee of \$[Amount].

3. Billing Schedule

As this is a retained assignment, the fee will be billed in three equal installments of \$[Amount]:

- First installment: Billed upon commencement of the search.
- Second installment: Billed 30 days after the search commencement.
- Third installment: Billed 60 days after the search commencement or upon placement.

4. Expenses

Direct out-of-pocket expenses (such as travel for consultants and candidates, background checks, and assessments) will be billed monthly at cost.

5. Guarantee

If the selected candidate leaves the company within [Number] months for any reason other than organizational restructuring or redundancy, we will repeat the search for no additional professional fee, charging only for out-of-pocket expenses.

6. Exclusivity

[Company Name] agrees that [Search Firm Name] will be the exclusive representative for this specific search during the term of this agreement.

Please acknowledge your acceptance of these terms by signing below.

Sincerely,

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

Accepted and Agreed:

Signature: _____

Name: [Client Name]

Date: _____