

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Extended Executive Search Mandate for the position of [Job Title]

Dear [Client Contact Name],

This letter confirms the agreement between [Search Firm Name] ("the Firm") and [Client Name] ("the Client") regarding the extension of the executive search mandate originally dated [Original Contract Date].

### 1. Scope of Extension

The search for the position of [Job Title] is hereby extended for an additional period of [Number] months, expiring on [New Expiration Date]. The Firm will continue to identify, screen, and present qualified candidates according to the updated specifications discussed.

### 2. Updated Search Parameters

The parties agree to the following adjustments to the candidate profile or search strategy: [Insert specific changes to geography, industry focus, or salary requirements here].

### 3. Professional Fees and Expenses

The professional fee for this assignment remains [Percentage]% of the successful candidate's total first-year cash compensation.

- The remaining balance of the retainer, totaling [Amount], shall be payable as follows: [Payment Terms].
- Out-of-pocket expenses (travel, background checks, advertising) will be billed monthly at cost.

### 4. Exclusivity

The Client agrees that this remains an exclusive mandate. During the term of this extension, the Client will refer all internal or external inquiries regarding this position to the Firm.

### 5. Confidentiality

Both parties agree to maintain strict confidentiality regarding proprietary information and candidate identities throughout the duration of this search.

Please acknowledge your acceptance of these extended terms by signing and returning a copy of this letter.

Sincerely,

**[Name of Consultant]**  
**[Title]**  
**[Search Firm Name]**

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**Accepted and Agreed:**

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

Name: **[Client Authorized Signatory]**

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