

Date: [Insert Date]

To: [Client Contact Name]
[Client Company Name]
[Client Address]

Subject: Renewal of Contingent Recruitment Services Agreement

Dear [Client Contact Name],

Our current recruitment services agreement is scheduled to expire on [Current Expiration Date]. We have valued our partnership over the past year and would like to formally propose a renewal of our contract for an additional [Number] month period.

To reflect current market conditions and ensure we continue to provide high-quality candidates, we are updating our fee structure. Effective [Start Date], the revised contingent placement rates will be as follows:

- **Full-Time Placements:** [New Percentage]% of the candidate's first-year base salary.
- **Executive Search:** [New Percentage]% of the candidate's first-year base salary.
- **Payment Terms:** Net [Number] days from the candidate's start date.

All other terms and conditions, including our [Number]-day guarantee period, remain unchanged from the original agreement signed on [Original Sign Date].

Please indicate your acceptance of these revised terms by signing and returning a copy of this letter. Once received, this document will serve as an official amendment to our existing contract.

We look forward to continuing to support [Client Company Name] in reaching your hiring goals.

Best regards,

[Your Name]
[Your Title]
[Your Recruiting Agency Name]

Accepted by:

Signature: _____

Name: [Client Representative Name]

Date: _____