

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Re: Renewal of Permanent Placement Services Agreement

Dear [Client Contact Person Name],

Our current Permanent Placement Services Agreement, originally dated [Original Agreement Date], is scheduled to expire on [Current Expiration Date]. We have truly valued our partnership over the past year and would like to formally propose a renewal of our services.

To ensure we continue providing the highest quality recruitment services and access to premium talent pools, we are updating our fee structure. Effective [Renewal Start Date], the commission rate for successful permanent placements will increase from [Old Percentage]% to [New Percentage]% of the candidate's first-year annual base salary.

This adjustment allows us to maintain our commitment to rigorous vetting processes and competitive sourcing tools. All other terms and conditions of the original agreement will remain in full force and effect.

Please indicate your acceptance of this renewal and the updated commission rate by signing below and returning a copy to us by [Deadline Date].

We look forward to continuing our successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]

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**Accepted and Agreed:**

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

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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