

Date: [Insert Date]

To: [Client Name]

[Client Title]

[Company Name]

Subject: Confidential Proposal for Executive Search Services - [Job Title]

Dear [Client Name],

Following our recent discussion regarding your leadership requirements, I am pleased to submit this formal proposal to conduct a confidential executive search for the position of **[Job Title]** at [Company Name].

1. Executive Summary

Our firm specializes in identifying and securing high-caliber management talent. We understand that this specific role requires a candidate who possesses [Key Skill 1], [Key Skill 2], and a proven track record in [Industry/Field].

2. Search Methodology

To ensure the highest quality of placement, we will follow a rigorous multi-stage process:

- **Discovery:** Defining specific competencies and cultural fit requirements.
- **Targeting:** Identifying passive candidates currently in leadership roles at competitor organizations.
- **Evaluation:** Conducting confidential behavioral interviews and deep-dive background verification.
- **Shortlisting:** Presenting a curated list of the top 3-5 candidates.

3. Confidentiality Statement

Given the sensitive nature of management transitions, all outreach and data exchange will be handled with strict discretion to protect the reputation of [Company Name] and the privacy of all potential candidates.

4. Proposed Terms and Fees

Our professional fee for this assignment is [Insert Percentage]% of the candidate's total first-year annual compensation.

- **Retainer:** [Amount] due upon signing.
- **Shortlist Fee:** [Amount] due upon presentation of qualified candidates.
- **Placement Fee:** Remaining balance due upon the candidate's start date.

5. Timeline

We anticipate the search process to be completed within [Number] weeks, with initial candidate profiles delivered by [Date].

We look forward to the possibility of partnering with [Company Name] to secure your next management leader.

Sincerely,

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

Authorization:

Accepted by: _____ Date: _____