

Letter of Engagement for Executive Staffing Solutions

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We are pleased to present you with this letter of engagement outlining our executive staffing solutions tailored to meet your strategic hiring needs. At [Your Company Name], we pride ourselves on connecting organizations with top-tier executive talent that aligns with their vision and goals.

Scope of Services

- Comprehensive needs assessment
- Research and identification of potential candidates
- Screening and interview coordination
- Reference checks and background verifications
- Negotiation and placement support

Investment

The investment for our executive staffing solutions will be [Insert Fee Structure]. This fee encompasses all services provided throughout the search and placement process.

Next Steps

We would love the opportunity to discuss your specific needs and how we can assist you in finding the right leadership talent for your organization. Please feel free to reach out at your earliest convenience to schedule a consultation.

Thank you for considering [Your Company Name] as your partner in executive staffing solutions. We look forward to collaborating with you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]