

Engagement Letter

Date: [Insert Date]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our engagement as your employment agency to assist in sourcing qualified candidates for your organization. This letter outlines the terms of our engagement.

Scope of Services:

We will provide the following services:

- Identifying and screening potential candidates.
- Conducting interviews and background checks.
- Presenting candidates for your consideration.
- Assisting in onboarding and placement.

Fees:

The fees for our services will be based on [Insert Fee Structure]. Payment terms will be as follows:

- [Insert Payment Terms]

Term:

This engagement will commence on [Insert Start Date] and will continue until [Insert End Date or Conditions].

Confidentiality:

Both parties agree to maintain confidentiality regarding all proprietary and sensitive information shared during this engagement.

Acceptance:

If you agree with the terms outlined above, please sign and return a copy of this letter.

Thank you for choosing [Agency Name]. We look forward to working with you.

Sincerely,

[Your Name]

[Your Position]

[Agency Name]

[Agency Contact Information]

Accepted by:

[Client's Name]

[Client's Position]

[Client's Company]

Date: _____