

Staffing Agreement

Date: [Insert Date]

To:

[Recruitment Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Agency Contact Name],

This letter serves as a formal agreement between [Your Company Name] and [Recruitment Agency Name] for staffing services as outlined below:

1. Scope of Services

[Describe the services provided by the recruitment agency, including the types of positions to be filled and any specific requirements.]

2. Fees

The fee structure will be as follows:

- [Detail the fee percentage or flat fee for placements.]
- [Include any additional fees or conditions.]

3. Terms of Agreement

This agreement will commence on [Start Date] and shall continue until terminated by either party with [number of days] notice.

4. Confidentiality

Both parties agree to maintain confidentiality regarding any sensitive information shared during the course of this agreement.

Please confirm your acceptance of this agreement by signing below and returning a copy to us by [Return Date].

Thank you for your collaboration. We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Acceptance

[Agency Contact Name] - [Title]

[Recruitment Agency Name]

Date: _____