

Executive Search Engagement Agreement

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We are pleased to confirm our engagement to assist you in your talent acquisition campaign for the position of [Position Title]. Our firm, [Your Company Name], specializes in executive search and is committed to delivering exceptional candidates who align with your organization's goals and culture.

Scope of Services

Our services will include:

- Understanding your specific needs and organizational culture.
- Developing an effective search strategy.
- Identifying and attracting qualified candidates.
- Conducting in-depth interviews and assessments.
- Presenting a shortlist of top candidates for your review.

Engagement Terms

The terms of our engagement are as follows:

- Retainer Fee: [Insert amount]
- Success Fee: [Insert terms]
- Engagement Duration: [Insert duration]

We believe that this partnership will yield excellent results in bringing exceptional talent to your organization. Please confirm your acceptance of this engagement by signing below.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Acceptance

I, [Client Name], accept the terms of this engagement.

Signature

Date: _____