



ABILITY PLUS INC.

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January 15, 2xxx

Mr. John Doe
President
ABC WIDGET COMPANY
123 First Street
Anytown, ON

Dear John:

RE: Engagement Letter

This letter is to confirm our understanding of the search engaged for “ABC WIDGET COMPANY” for the position of “Widget Salesperson”. Ability Plus is a permanent placement firm. We pride ourselves on identifying highly qualified individuals who will make a significant contribution to your organization.

We look forward to your favorable response, and look forward to working with you again. Our search strategy includes the following steps:

- Discussions with you to define the skills, knowledge and abilities required for the position as well as the relationship between the position and that of other members of the company. This may include the development or enhancement of a job description for the position. We consider this step to be critical to a successful recruiting project.
- Selection of appropriate recruiting methods that will result in sourcing qualified candidates. We utilize a systematic methodology for researching and sourcing qualified candidates. This allows us to efficiently and effectively search the marketplace and identify the most qualified candidates.
- Reviewing resumes from all sources and screening all candidates. Only the most qualified candidates will be presented to you.
- Communication with all candidates during the search process.
- Scheduling of interviews and monitoring each candidate’s interest level.
- Assistance, if necessary, in defining a compensation plan for the position that can be used in recruiting when making an offer to the top candidate.
- Detailed reference checks of the candidate’s background, work experience and work performance.
- Assistance in making an offer to the top candidate.



We would like to confirm the following details with regard to our fee and guarantee on this search engagement.

Fees are contingent, which means that you are being charged for the successful completion of this job search.

I will be managing this project and will be assisted by other staff members as required. If you have any questions, feel free to contact me at your convenience.

We know that you have entrusted us with a significant responsibility and we are committed to allocating every appropriate resource to ensure your satisfaction. We look forward to providing you with a valuable service.

Yours very truly,

ABILITY PLUS INC.

Michael Thompson
Search Consultant

In agreement:

NAME: _____

TITLE: _____

SIGNATURE: _____

DATE: _____