

Simple Letter of Agreement Template

I'm providing a summary of our discussion of January 19, which provided the basis for our working relationship for 2005. There are to be 10 areas of involvement:

1. Monthly meetings between the two of us to discuss strategy, longer-term issues, and personal growth goals.
2. Personal development for each business head, based on a series of ongoing meetings I plan with Tim, Frances, Bob, and Brittany. These will be individualized and mutually agreed upon. In addition, I'll serve as a sounding board for them as they work to achieve their business goals. You will apprise them of this support.
3. Partnership with Jim, wherein I will assist him in contributing to the business as a senior manager and internal consultant, not merely as a human resource facilitator. This will focus globally, and will include improving the caliber of human resource professionals and hires. I have already established a preliminary discussion.
4. Responding to other key managers on an as-needed basis. You (or the business heads) will apprise them of this support.
5. Work with Jim to set up and facilitate the next top-level review group, to assess value-added of people and positions.
6. Specifically work with the relevant managers to establish:
 - A succession plan and ensuing development plan.
 - A comprehensive educational plan for the organization.
 - Clarity of field management's role, development, and key personnel.
 - Sales analysis tools for effectively monitoring and managing business.
7. Situational responsiveness to needs that arise that you deem require my assistance, which are not covered elsewhere.
8. Assistance in the preparation and delivery of the February sales meeting.
9. Working with the relevant managers to strengthen employee communications, particularly in areas of trust, credibility, and recognizing the importance of everyone's contribution.

10. Quarterly meeting with Trevor to provide assistance as he sees fit, including suggestions for what he can be doing to enhance performance.

To accomplish these goals, I will increase my time allocation by about 20 percent. Historically, we've both honored schedules very well, and some months might be close to 75 percent and others 10 percent, but the average will hold.

The total fee will be \$100,000, of which \$32,500 has already been paid. The remaining \$67,500 will be paid in 10 equal installments of \$6,750 from March through December. Expenses will be billed monthly, as they are now. I'll provide a monthly summary sheet of focus and results.

Let me know if I've missed anything. I've already received a call from Ron, and I'll be seeing him on some information system (IS) issues in February. I'll also be scheduling our time together with Fran in the next day or so.

It's a pleasure to have somewhere to go once again during such cold weather. . . .