

[Date]

[Client Name]

[Client Title]

[Company Name]

[Company Address]

Subject: Notification of Update to Candidate Rebate Period Conditions

Dear [Client Name],

We are writing to formally notify you of an update to our standard Terms of Business regarding the Candidate Rebate Period. This change will be effective as of [Effective Date] and will apply to all new placements made from that date forward.

Updated Rebate Schedule:

- [Time Period 1, e.g., Weeks 1-4]: [Percentage, e.g., 100%] Rebate
- [Time Period 2, e.g., Weeks 5-8]: [Percentage, e.g., 50%] Rebate
- [Time Period 3, e.g., Weeks 9-12]: [Percentage, e.g., 25%] Rebate

Revised Conditions for Rebate Eligibility:

To qualify for a rebate under these updated terms, the following conditions must be met:

- The invoice must have been paid in full within the original payment terms.
- [Agency Name] must be notified in writing within [Number] days of the candidate's termination.
- The termination must not be due to redundancy, company restructuring, or changes in the job description.

All other aspects of our service agreement remain unchanged. These updates ensure that we can continue to provide high-quality recruitment services and long-term support for your hiring needs.

Please acknowledge receipt of this notification by signing below and returning a copy, or by replying to this email with your confirmation. If we do not hear from you by [Deadline Date], these terms will be deemed accepted upon the next placement.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

Acknowledgment of Receipt:

Name: _____

Signature: _____

Date: _____