

[Date]

[Client Name]
[Client Title]
[Company Name]
[Address]

RE: Confirmation of Verbal Agreement - Custom Candidate Replacement Guarantee

Dear [Client Name],

I am writing to formally confirm the verbal agreement we reached on [Date] regarding the custom candidate replacement guarantee terms for our upcoming recruitment services.

As discussed, we have agreed to the following bespoke terms which will supersede our standard Terms of Business for the placement of [Position Name/Job Reference]:

- **Guarantee Period:** The replacement guarantee will be valid for a period of [Number] months from the candidate's start date.
- **Replacement Terms:** If the placed candidate leaves or is terminated for cause within this period, [Agency Name] will source a replacement at no additional recruitment fee.
- **Conditions:** This custom guarantee is subject to the original placement invoice being paid in full by [Date/Payment Terms].

All other provisions within our standard Terms of Business remain unchanged and in full effect. Please acknowledge your receipt and acceptance of these custom terms by signing below and returning a copy to us.

We look forward to partnering with you on this search.

Sincerely,

[Your Name]
[Your Title]
[Your Agency Name]

Accepted and Agreed:

Signature: _____

Name: [Client Name]

Date: _____