

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

Subject: Confirmation of Modified Candidate Replacement Guarantee

Dear [Client Name],

This letter serves as a formal follow-up to our recent discussion regarding the modification of the candidate replacement guarantee for the position of [Job Title].

Based on our mutual agreement, the standard replacement guarantee period outlined in our initial service agreement dated [Original Contract Date] will be amended as follows:

- **Original Guarantee Period:** [Number] days
- **New Agreed Guarantee Period:** [Number] days
- **Effective Date of Modification:** [Date]

All other terms and conditions, including payment schedules and candidate eligibility requirements for replacement, remain unchanged and in full effect.

Please acknowledge your agreement to these modified terms by signing below and returning a copy of this letter to us. If you have any questions, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company]

Accepted and Agreed:

Signature: _____

Print Name: [Client Name]

Date: _____