

Subject: Clarification of Candidate Rebate Period - [Your Company Name]

Dear [Client Contact Name],

I am writing to provide a formal clarification regarding the rebate period for permanent placements, as outlined in our Terms of Business dated [Date of Agreement].

To ensure full transparency and alignment between our organizations, please find the specific details of the rebate structure below:

- **Total Rebate Eligibility Period:** [Number] weeks from the candidate's start date.
- **Schedule of Rebate:**
 - Week 1 - [Number]: [Percentage]% Refund
 - Week [Number] - [Number]: [Percentage]% Refund
 - Week [Number] - [Number]: [Percentage]% Refund
- **Requirement for Valid Claim:** All invoices must have been paid within the original payment terms of [Number] days for the rebate to remain valid.
- **Notification Period:** [Your Company Name] must be notified in writing within [Number] hours/days of the candidate's termination or resignation.

The rebate applies only if the candidate leaves due to performance issues or voluntary resignation, and does not apply in cases of redundancy or restructuring.

If you have any questions regarding these terms, please do not hesitate to contact me directly.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]