

[Company Name]  
[Address Line 1]  
[Address Line 2]  
[Date]

[Client Contact Name]  
[Client Company Name]  
[Client Address]

**Subject: Confirmation of Pro Rata Rebate Period - [Candidate Name]**

Dear [Client Contact Name],

Following the successful placement of **[Candidate Name]** in the position of **[Job Title]**, I am writing to formally confirm the pro rata rebate schedule as per our signed Terms of Business.

The candidate's start date is **[Start Date]**. Should the candidate's employment terminate within the first [Number] weeks, the following rebate schedule will apply to the placement fee of [Total Fee Amount]:

- **Weeks 1 - [X]:** [Percentage]% Refund
- **Weeks [X] - [Y]:** [Percentage]% Refund
- **Weeks [Y] - [Z]:** [Percentage]% Refund

Please note that this rebate is subject to our standard terms, including the requirement that the original invoice has been paid in full within the agreed credit terms.

We are confident that [Candidate Name] will be a valuable addition to your team. We will follow up shortly to ensure the onboarding process is progressing well.

Yours sincerely,

[Your Name]  
[Your Title]  
[Your Phone Number]  
[Your Email Address]