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[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

Re: Candidate Replacement Guarantee and Rebate Terms

Dear [Client Contact Name],

This letter outlines the terms regarding the replacement guarantee and rebate conditions for the placement of [Candidate Name] in the position of [Job Title], effective [Start Date].

## 1. Replacement Guarantee

In the event that the candidate voluntarily resigns or is terminated for cause within [Number] days of their start date, [Agency Name] will perform a one-time search for a replacement candidate at no additional professional fee. This guarantee is subject to the following conditions:

- The invoice for the original placement was paid in full within the agreed [Number] days of the invoice date.
- [Agency Name] is notified in writing within [Number] hours of the candidate's departure.
- The role requirements and job description remain substantially the same as the original search.

## 2. Rebate Schedule

If a suitable replacement cannot be found within [Number] days of the notification, a pro-rated rebate of the original placement fee may be issued as follows:

- Departure within 0-30 days: [Percentage]% rebate
- Departure within 31-60 days: [Percentage]% rebate
- Departure within 61-90 days: [Percentage]% rebate

## 3. Exclusions

The replacement guarantee and rebate conditions do not apply if the termination is a result of redundancy, company restructuring, change in job description, or a material breach of the employment contract by the employer.

Please acknowledge your agreement to these terms by signing below.

Sincerely,

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

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Accepted by:

\_\_\_\_\_  
[Client Authorized Signature]

Date: \_\_\_\_\_