

Date: [Insert Date]

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

Re: Replacement Request for [Departed Candidate Name]

Dear [Client Name],

We are writing in response to your request for a financial rebate following the departure of [Departed Candidate Name] from the position of [Job Title] on [Departure Date].

As per our signed agreement dated [Contract Date], we would like to exercise our option to provide a free replacement candidate in lieu of a cash refund. We understand the importance of this role to your operations and are committed to finding an equivalent or superior talent to fill the vacancy immediately.

Our team has already initiated a priority search to identify qualified individuals who match the original job specifications. We expect to present a shortlist of candidates for your review by [Date].

By opting for a replacement, you will benefit from:

- A dedicated recruitment process at no additional cost.
- Minimizing the time the position remains vacant.
- Full credit of the original placement fee toward the new hire.

Please confirm your availability for a brief call to discuss any updated requirements for the role. We look forward to resolving this matter to your satisfaction.

Sincerely,

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