

[Date]

[Client Contact Name]  
[Client Company Name]  
[Client Address]  
[City, State, Zip Code]

**RE: Notice of Rebate Schedule for Early Termination - [Candidate Name]**

Dear [Client Contact Name],

Following the recent placement of [Candidate Name] for the position of [Job Title], we are providing this formal outline of the tiered rebate schedule regarding the placement fee of \$[Total Fee Amount].

As per our signed recruitment agreement, should the candidate's employment be terminated by either party within the first [Number] days of their start date (the "Guarantee Period"), [Recruitment Agency Name] will issue a rebate or credit based on the following schedule:

- **Termination within Days 1-30:** [Percentage]% rebate of the placement fee.
- **Termination within Days 31-60:** [Percentage]% rebate of the placement fee.
- **Termination within Days 61-90:** [Percentage]% rebate of the placement fee.
- **Termination after Day 90:** No rebate applicable.

Please note that this rebate schedule is subject to the following conditions:

1. The placement fee must have been paid in full within the original invoice terms.
2. Written notification of the termination must be provided to our office within [Number] hours/days of the candidate's departure.
3. Termination must not be due to redundancy, company restructuring, or significant changes in the job description.

We look forward to a successful tenure for [Candidate Name]. Should you have any questions regarding this schedule, please contact me directly.

Sincerely,

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