

[Date]

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

RE: Summary of Rebate Period Exceptions - [Candidate Name]

Dear [Client Name],

This letter serves to formally summarize the agreed-upon exceptions regarding the rebate period for the permanent placement of [Candidate Name] in the position of [Job Title], effective as of [Start Date].

Per our recent discussions, the following conditions shall supersede or clarify the standard rebate terms outlined in our primary staffing agreement:

- **Extended/Modified Rebate Duration:** The rebate period for this specific placement is [Number] days, expiring on [End Date].
- **Termination Clauses:** The rebate shall not apply if the candidate's employment is terminated due to [Specific Exception, e.g., company restructuring, redundancy, or change in job description].
- **Payment Requirements:** The rebate remains valid only if the placement invoice is settled in full within [Number] days of the candidate's start date.
- **Replacement Option:** In lieu of a monetary refund, [Agency Name] reserves the right to provide a one-time replacement candidate at no additional cost within a [Number]-day window.

All other terms and conditions of the original Recruitment Services Agreement dated [Agreement Date] remain in full effect.

Please acknowledge your receipt and acceptance of these exceptions by signing below and returning a copy to our office.

Sincerely,

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

Acknowledged and Accepted:

Signature: _____

Name: [Client Representative Name]

Date: _____