

Date: [Date]

To: [Hiring Manager Name]

[Company Name]

[Company Address]

Subject: Replacement Fee Invoice - Resignation of [Candidate Name]

Dear [Manager Name],

This letter is to formally address the resignation of [Candidate Name], who was placed by [Your Agency Name] for the position of [Job Title] on [Start Date].

We understand that the candidate has voluntarily resigned effective [Last Working Day]. As per our signed recruitment agreement dated [Agreement Date], a replacement guarantee or fee adjustment applies if a candidate leaves within the first [Number] days of employment.

Based on our terms, please find the following options regarding the replacement process:

- **Candidate Replacement:** We will initiate a new search immediately to find a suitable replacement at no additional cost.
- **Credit/Refund:** If a replacement is not found within [Number] days, a credit note of [Amount/Percentage] will be applied to your account.

Attached is the formal invoice/credit memo reflecting this adjustment. Please let us know how you would like to proceed with the recruitment for this vacancy.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]