

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

RE: Exclusive Placement Replacement Agreement - [Candidate Name]

Dear [Client Contact Name],

This letter confirms the terms regarding the replacement of [Candidate Name], who was placed in the position of [Job Title] on [Start Date].

Under our exclusive recruitment agreement, if the placed candidate leaves their employment for any reason (other than redundancy) within [Number] days of their commencement date, [Your Company Name] will provide a one-time replacement for the role subject to the following conditions:

- The original placement fee has been paid in full within the agreed credit terms.
- Notification of the candidate's departure is received in writing within [Number] days of the termination.
- [Your Company Name] is given an exclusive period of [Number] days to source a suitable replacement candidate.

If a suitable replacement cannot be found within the exclusive period, a credit note of [Percentage]% of the original fee will be issued toward future recruitment services.

Please acknowledge your agreement to these terms by signing below and returning a copy to us.

Sincerely,

[Your Name]
[Your Title]

Agreed and Accepted:

[Client Name/Signature]
Date: [Date]