

Date: [Insert Date]

To: [Client Name/Company Name]

Address: [Client Address]

Subject: Pro-Rated Placement Replacement Guarantee - [Candidate Name]

Dear [Client Contact Person],

This letter confirms the pro-rated replacement guarantee for **[Candidate Name]**, who started the position of **[Job Title]** on **[Start Date]**. Our goal is to ensure your complete satisfaction with our recruitment services.

In accordance with our agreement, should the candidate's employment be terminated by either party within **[Number]** days of their start date, **[Recruitment Agency Name]** will apply a credit toward a replacement search based on the following pro-rated schedule:

- **Days 1-30:** 100% Credit or Replacement at no additional cost.
- **Days 31-60:** [Percentage]% Credit of the original placement fee.
- **Days 61-90:** [Percentage]% Credit of the original placement fee.

Terms and Conditions:

- The guarantee is valid only if the original placement invoice was paid in full by the due date.
- The guarantee does not apply if the termination is due to restructuring, redundancy, or changes in the job description.
- Written notice of termination must be provided to **[Recruitment Agency Name]** within **[Number]** business days of the candidate's departure.

We look forward to a successful long-term placement. Please contact us if you have any questions regarding this guarantee.

Sincerely,

[Your Name]

[Your Title]

[Recruitment Agency Name]