

**Date:** [Insert Date]

**To:** [Client Name]  
[Client Company Name]  
[Client Address]

**Subject: Candidate Replacement Guarantee Letter**

Dear [Contact Person Name],

This letter serves as a formal guarantee regarding the placement of [**Candidate Name**] for the position of [**Job Title**], effective [**Start Date**].

Under the terms of our recruitment agreement, [Your Agency Name] provides a probationary period guarantee of [**Number, e.g., 90**] days from the candidate's start date.

Should the candidate voluntarily resign or be terminated for performance-related reasons within this period, [Your Agency Name] guarantees to provide a one-time replacement for the same position at no additional recruitment cost to [Client Company Name].

**Terms and Conditions of Guarantee:**

- The client must notify [Your Agency Name] in writing within [Number] days of the candidate's departure.
- All original placement invoices must have been paid in full according to the agreed payment terms.
- The replacement guarantee does not apply if the termination is due to restructuring, redundancy, or a significant change in the job description.

We are confident in the quality of our placement and look forward to a successful partnership.

Sincerely,

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