

[Agency Name]
[Agency Address]
[City, State, Zip Code]
[Date]

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

RE: Notice of Replacement Placement / Credit Request

Dear [Client Contact Name],

This letter serves as formal notification regarding the placement of [Placed Candidate Name] for the position of [Job Title], who commenced employment on [Start Date].

As of [Termination Date], [Placed Candidate Name] is no longer employed by [Client Company Name]. Per our Retained Search Agreement dated [Date of Agreement], specifically the "Replacement Guarantee" clause, this departure occurred within the [Number]-day guarantee period.

In accordance with our terms, we are initiating the search for a suitable replacement candidate at no additional professional fee to [Client Company Name]. We will credit the original placement fee toward this new search process.

Please find the details of the original invoice below:

- Invoice Number: [Number]
- Original Placement Fee Paid: [Amount]
- Guarantee Expiration Date: [Date]

We are currently updating the job specification and will begin sourcing new candidates immediately. We look forward to successfully filling this role for you as quickly as possible.

Sincerely,

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