

[Company Header/Logo]

[Date]

[Client Name]

[Client Title]

[Client Company Name]

[Client Address]

RE: Temporary to Permanent Candidate Replacement Guarantee

Dear [Client Contact Name],

This letter serves to outline the replacement guarantee for **[Candidate Name]**, who has been transitioned from a temporary assignment to a full-time permanent position as **[Job Title]** at **[Client Company Name]**, effective **[Conversion Date]**.

Guarantee Period:

[Agency Name] provides a replacement guarantee for a period of [Number, e.g., 90] days from the permanent start date. This guarantee expires on [Expiration Date].

Terms of Guarantee:

If the candidate voluntarily resigns or is terminated for cause within the guarantee period, [Agency Name] agrees to provide a one-time replacement for the position at no additional recruitment charge to [Client Company Name].

Conditions:

- The client must notify the agency in writing within [Number, e.g., 5] business days of the candidate's departure.
- All original conversion invoices must have been paid in full according to the agreed payment terms.
- The replacement request must be for the same job description and requirements as the original placement.
- This guarantee does not apply if the termination is due to restructuring, layoff, or a significant change in the job description provided by the client.

We are confident in [Candidate Name]'s fit with your team and look forward to your continued success.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

