

[Date]

[Client Name]

[Client Company Name]

[Client Address]

Subject: Pro-Rata Refund for Early Departure - [Candidate Name]

Dear [Client Contact Person Name],

This letter is to formally confirm the pro-rata refund regarding the placement of [Candidate Name], who held the position of [Job Title].

As per our recruitment agreement dated [Date of Contract], a guarantee period was established for this placement. Since the candidate departed the role on [Candidate Last Date], which is within the agreed guarantee period, your company is eligible for a pro-rata refund of the recruitment fee.

The refund calculation is as follows:

- **Total Placement Fee Paid:** [Amount]
- **Total Guarantee Period:** [Number of Days/Weeks]
- **Service Completed:** [Number of Days/Weeks Worked]
- **Refund Percentage/Amount:** [Calculated Refund Amount]

We have processed this request, and a [Credit Note/Refund Payment] in the amount of [Refund Amount] will be issued to your account by [Date].

We regret that this placement did not work out as expected and remain committed to assisting you with your future hiring needs to ensure a more successful long-term fit.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]