

[Date]

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

Re: Refund/Credit Request for [Candidate Full Name]

Dear [Client Contact Name],

This letter is to formally notify you regarding the resignation of [Candidate Full Name], who was placed by [Recruitment Agency Name] as [Job Title] on [Start Date].

We have been informed that the candidate voluntarily resigned from their position on [Last Date of Employment]. As this departure occurred within the [Number]-day guarantee period specified in our signed Terms of Business dated [Date of Agreement], you are entitled to a pro-rata refund of the recruitment fee.

Refund Calculation:

- Total Placement Fee Paid: \$[Amount]
- Service Duration: [Number] weeks/days
- Refund Percentage Applicable: [Percentage]%
- **Total Refund/Credit Amount: \$[Amount]**

Please indicate if you would prefer this amount to be issued as a direct refund to your original payment method or as a credit note against future placements.

We regret that this placement did not work out long-term and are committed to assisting you in finding a suitable replacement as soon as possible.

Sincerely,

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