

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

RE: Probationary Period Pro-Rata Refund Agreement

Dear [Insert Client Contact Name],

This letter serves as a formal agreement between [Your Company Name] and [Client Company Name] regarding the refund policy for the placement of [Candidate Name] in the position of [Job Title], starting on [Start Date].

1. Probationary Period

The probationary period is defined as [Number, e.g., 90] days from the candidate's start date.

2. Refund Eligibility

Should the candidate's employment be terminated by either party within the probationary period, [Your Company Name] agrees to issue a pro-rata refund of the placement fee, provided that all original invoices were paid in full by the due date.

3. Pro-Rata Schedule

The refund amount will be calculated based on the following schedule:

- Termination within weeks 1-4: [Percentage]% refund
- Termination within weeks 5-8: [Percentage]% refund
- Termination within weeks 9-12: [Percentage]% refund

4. Exclusions

No refund will be applicable if the termination is due to redundancy, company restructuring, or a material change in the job description originally agreed upon.

5. Notification

The Client must notify [Your Company Name] in writing within [Number] days of the candidate's termination to initiate the refund process.

Please acknowledge your agreement to these terms by signing below.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Accepted and Agreed:

Signature: _____

Name: [Client Representative Name]

Date: _____