

[Company Letterhead]

[Date]

[Client Name]

[Client Title]

[Client Company Name]

[Address]

[City, State, Zip]

Re: Pro-Rata Fee Refund Agreement for [Candidate Name]

Dear [Client Contact Name],

This letter serves as a formal agreement regarding the pro-rata refund terms for the placement of [Candidate Name] in the position of [Job Title], who commenced employment on [Start Date].

In accordance with our primary service agreement dated [Date of Original Contract], [Executive Search Firm Name] agrees to the following refund schedule should the candidate's employment be terminated by either party within the first [Number] days of employment (the "Guarantee Period"):

- **Termination within 0-30 days:** [Percentage]% refund of the total placement fee.
- **Termination within 31-60 days:** [Percentage]% refund of the total placement fee.
- **Termination within 61-90 days:** [Percentage]% refund of the total placement fee.

Terms and Conditions:

1. The total placement fee of \$[Amount] must have been paid in full within the agreed payment terms for this refund policy to be valid.
2. Notification of termination must be provided in writing to [Executive Search Firm Name] within [Number] business days of the candidate's last day.
3. This refund policy does not apply if the termination is due to restructuring, redundancy, or a material change in the job description originally provided.
4. [Optional: The Client may elect to receive a credit toward a replacement search in lieu of a cash refund.]

Please acknowledge your agreement to these terms by signing below and returning a copy to our office.

Sincerely,

[Name]

[Title]

[Executive Search Firm Name]

Agreed and Accepted:

Signature: _____

Printed Name: [Client Authorized Representative]

Date: _____