

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

**RE: Pro-Rata Fee Refund - [Placed Candidate Name]**

Dear [Contact Person Name],

This letter is regarding the permanent placement of [Candidate Name] in the position of [Job Title], who commenced employment on [Start Date].

As per our notification on [Date], the candidate's employment was terminated on [Termination Date]. According to the Terms of Business signed on [Agreement Date], a pro-rata refund is applicable if the candidate leaves within the first [Number] weeks of employment.

The calculation for the refund is as follows:

- **Original Placement Fee:** [Amount]
- **Total Service Duration:** [Number] weeks
- **Refund Percentage Applicable:** [Percentage]%
- **Total Refund Amount:** [Amount]

Please find attached a credit note [Credit Note Number] for the amount stated above. We will issue the refund via [Payment Method] to your nominated account within [Number] business days.

We value our partnership and look forward to assisting you with your future recruitment needs.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]