

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recruitment Agency Name]
[Contact Person Name]
[Agency Address]
[City, State, Zip Code]

RE: Notice of Pro-Rata Refund Request - [Candidate Name]

Dear [Contact Person Name],

This letter serves as a formal request for a pro-rata refund of the recruitment placement fee paid for [Candidate Name], who commenced employment as [Job Title] on [Start Date].

As per our agreement dated [Date of Agreement], a guarantee period of [Number] weeks/months was established. The candidate's employment ended on [Termination Date] due to [Resignation/Termination], which falls within the agreed guarantee period.

Based on our records, the details of the refund calculation are as follows:

- Total Placement Fee Paid: [Amount]
- Total Guarantee Period: [Number of Days/Weeks]
- Actual Tenure: [Number of Days/Weeks]
- Refund Percentage Due: [Percentage]%
- **Total Refund Amount Due: [Amount]**

Please process the refund of [Amount] via [Bank Transfer/Check] by [Date]. If you intend to issue a credit note instead, please provide the documentation for our records by the same date.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Phone Number]
[Your Email Address]