

[Company Letterhead / Logo]

[Date]

[Client Contact Name]

[Client Job Title]

[Client Company Name]

[Address Line 1]

[City, State, Zip Code]

**Subject: Agreement for Pro-Rata Refund of Recruitment Retainer Fee**

Dear [Client Contact Name],

This letter serves as a formal agreement regarding the pro-rata refund of the recruitment retainer fee paid for the search of the [Job Title] position, as per the terms of our original contract dated [Original Contract Date].

Following the termination of the search process on [Termination Date], both parties have agreed to a partial refund of the initial retainer payment based on the work completed to date.

**Refund Calculation:**

- Total Retainer Amount Paid: [Currency/Amount]
- Less Non-Refundable Administrative/Search Costs: [Currency/Amount]
- Less Pro-Rata Fees for Work Performed: [Currency/Amount]
- **Total Refund Due to Client: [Currency/Amount]**

The refund will be processed via [Payment Method, e.g., Bank Transfer/Check] within [Number] business days of receiving a signed copy of this agreement.

By signing below, both [Recruitment Agency Name] and [Client Company Name] agree that this payment constitutes a full and final settlement regarding the retainer for this specific search engagement. All other confidentiality and non-solicitation clauses in the original agreement remain in effect.

Please sign and return a copy of this letter to confirm your acceptance of these terms.

Sincerely,

[Your Name]

[Your Title]

[Recruitment Agency Name]

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**Agreed and Accepted By:**

Signature: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Date: \_\_\_\_\_