

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

[Client Name]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

RE: Pro-Rata Refund Adjustment - [Candidate Name]

Dear [Client Contact Name],

This letter serves as formal notification regarding the refund adjustment for the placement of [Candidate Name], who began their role as [Job Title] on [Start Date].

As per our signed Service Agreement dated [Contract Date], a pro-rata refund is applicable if a candidate leaves their position within the guarantee period. We have been informed that the candidate's last day of employment was [End Date].

The calculation for your refund adjustment is as follows:

- **Original Placement Fee:** \$[Amount]
- **Total Guarantee Period:** [Number] Days
- **Days Served:** [Number] Days
- **Unexpired Portion:** [Number] Days
- **Pro-Rata Refund Amount:** \$[Amount]

We have processed this adjustment as follows:

[] A credit note (Ref: [Number]) has been applied to your account for future placements.
[] A refund check/transfer in the amount of \$[Amount] is being processed and will reach you by [Date].

We value our partnership and are already working to identify a suitable replacement to ensure your operations continue without further interruption.

Please contact our accounts department at [Phone Number] or [Email] if you have any questions regarding this calculation.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]