

[Company Name]
[Address Line 1]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Company]
[Client Address]

Subject: Notification of Pro-Rata Refund Regarding [Candidate Name]

Dear [Client Contact Name],

This letter is to formally acknowledge the termination of employment for [Candidate Name], who was placed as [Job Title] on [Start Date]. We understand that the placement concluded on [Last Date of Employment].

According to the terms of our signed Service Agreement, a pro-rata refund or credit is applicable if a placement terminates within the first [Number] days of employment, provided all original invoice terms were met.

Based on our records, the refund calculation is as follows:

- Total Placement Fee Paid: \$[Amount]
- Total Duration of Employment: [Number] Weeks/Days
- Applicable Refund Percentage: [Number]%
- **Total Refund/Credit Amount: \$[Amount]**

Please indicate if you would prefer this amount to be issued as a direct refund check or applied as a credit toward your next successful placement with our agency.

We value our partnership and remain committed to finding the right talent for your team. We will contact you shortly to discuss the requirements for a replacement search.

Sincerely,

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