

**Date:** [Insert Date]

**To:** [Client Contact Name]

[Client Company Name]

[Client Address]

**Subject:** Cancellation of Placement and Replacement Strategy - [Candidate Name]

Dear [Client Contact Name],

This letter serves as formal notification regarding the placement of [Candidate Name] for the position of [Job Title], which commenced on [Start Date].

As discussed on [Date of Conversation], [Candidate Name]'s employment has been terminated effective [Termination Date] due to [Reason: e.g., resignation / performance / cultural fit]. Under the terms of our Retained Search Agreement dated [Date of Contract], this placement is now considered unsuccessful within the designated guarantee period.

In accordance with our replacement guarantee, we are immediately initiating a renewed search to identify a suitable replacement for this role. Our strategy for this replacement search includes:

- **Review of Requirements:** Re-evaluating the job description to ensure alignment with current team needs.
- **Pipeline Reactivation:** Re-engaging with previous top-tier candidates who were shortlisted during the initial search.
- **New Market Mapping:** Identifying and sourcing fresh talent currently active in the market.
- **Expedited Timeline:** Prioritizing interviews and assessments to minimize the vacancy period.

Per our agreement, this replacement search will be conducted at no additional professional fee to [Client Company Name], excluding any pre-approved out-of-pocket expenses (such as travel or background checks).

We remain committed to finding the right leader for your organization. We will provide an updated shortlist of candidates by [Date].

Please let us know if there are any specific adjustments to the candidate profile you would like us to consider before we proceed.

Sincerely,

[Your Name]

[Your Title]

[Your Search Firm Name]