

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

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

Dear [Client Name],

Subject: Quality Assurance Guarantee for Recruitment Services

On behalf of [Your Company Name], I would like to thank you for choosing us as your recruitment partner. We are committed to providing the highest standard of service and ensuring that we connect you with professionals who will contribute to your organization's long-term success.

To ensure your complete satisfaction, we provide the following Quality Assurance guarantees:

- **Candidate Vetting:** Every candidate submitted has undergone a comprehensive screening process, including technical skill assessments and cultural fit evaluations.
- **Compliance:** We verify all necessary certifications, right-to-work documentation, and professional references as per your specific requirements.
- **Replacement Guarantee:** Should a placed candidate leave or be terminated for performance reasons within the first [Number] days of their employment, we will provide a replacement at no additional cost.
- **Continuous Feedback:** Our team will conduct follow-up calls at 30, 60, and 90-day intervals to monitor the integration of the new hire.

Our goal is to ensure a seamless recruitment experience. If at any time our services do not meet your expectations, please contact me directly at [Phone Number] or [Email Address].

We value your partnership and look forward to supporting your team's growth.

Sincerely,

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