

Date: [Insert Date]

To: [Client Name]
[Client Company Name]
[Client Address]

Subject: Credit Memo - Replacement Guarantee for [Dismissed Employee Name]

Dear [Contact Name],

This letter serves as formal notification regarding the credit memo issued to your account following the departure of [Dismissed Employee Name] on [Date of Termination].

Per our service agreement dated [Agreement Date], we have applied a credit in the amount of [Currency/Amount] to your account. This credit corresponds to the [Number]-day replacement guarantee period.

Credit Details:

- **Original Invoice Number:** [Invoice Number]
- **Credit Memo Number:** [Credit Memo Number]
- **Credit Amount:** [Amount]
- **Reason:** Termination of placed candidate during guarantee period.

This credit can be applied toward the placement fee for a replacement candidate or any future recruitment invoices. Please let us know if you would like us to begin the search for a replacement immediately.

We value our partnership and look forward to assisting you with your future hiring needs.

Sincerely,

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