

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

[Date]

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

RE: Credit Memo for Candidate Replacement - [Candidate Name]

Dear [Client Contact Name],

This letter serves as formal notification regarding the credit memo issued for the placement of [Candidate Name] in the position of [Job Title], who started on [Start Date].

As the candidate did not successfully complete their probationary period, ending their employment on [Termination Date], we are honoring our recruitment agreement. Per our terms, we have applied a credit to your account in the amount of [Currency/Amount].

Credit Details:

- **Original Invoice Number:** [Invoice Number]
- **Original Invoice Date:** [Date]
- **Credit Memo Number:** [Credit Memo Number]
- **Total Credit Amount:** [Amount]

This credit may be applied toward the placement fee of a replacement candidate or any future recruitment services provided by our agency. Please let us know if you would like us to begin a new search for this vacancy immediately.

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

Sincerely,

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