

[Date]

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

Re: Credit Memo for Replacement Request - [Candidate Name]

Dear [Client Contact Name],

This letter confirms that we have received notification regarding the resignation of [Candidate Name] from the position of [Job Title], effective [Date of Resignation].

As per our service agreement dated [Date], this placement was covered under a [Number]-day guarantee period. Since the candidate resigned within this timeframe, we are issuing this credit memo in the amount of [Currency/Amount].

Credit Details:

- Original Invoice Number: [Invoice #]
- Original Placement Fee: [Amount]
- Credit Amount: [Amount]

This credit may be applied toward the recruitment fee for a replacement candidate or any future placement services with our agency. Please note that this credit is valid until [Expiration Date].

Our team has already initiated a new search to find a suitable replacement for this role. We will update you shortly with a new shortlist of qualified candidates.

Thank you for your continued partnership.

Sincerely,

[Your Name]
[Your Title]
[Your Agency Name]