

[Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

[Date]

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

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

Dear [Client Contact Name],

This letter serves as formal notification regarding the credit memo issued to your account following the departure of [Placed Candidate Name] from the position of [Job Title].

As per the terms of our signed Service Agreement and the "Candidate Replacement Guarantee" clause, we have acknowledged that the candidate left the position within the [Number]-day guarantee period.

Credit Details:

- Original Invoice Number: [Invoice #]
- Original Placement Fee: \$[Amount]
- Credit Memo Number: [Credit Memo #]
- Total Credit Amount: \$[Amount]

This credit is currently available to be applied toward the placement fee of a replacement candidate for this role or toward any future placement invoices with our firm. Please note that this credit expires on [Expiration Date, if applicable].

We are actively working with your hiring team to identify a suitable replacement and remain committed to finding the right talent for [Client Company Name].

If you have any questions regarding this credit or the status of the replacement search, please contact [Account Manager Name] at [Phone Number] or [Email].

Sincerely,

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