

Subject: _____ (Mention the purpose)

Dear Ms/Mr _____ [Mention the name of recipient],

I would like to request for the cancellation of my membership from the club. I am forced to cancel the membership due to my transfer and I may not be available for club activities in the future.

The club has been a good place to be associated and it has been a good place for socializing. The facilities provided by the club are also excellent and are at par with any other club in the city. The sports and health facilities are also worth mentioning. The holidays arranged by the club have also been an exotic experience.

My association with the club has been fruitful, and I hope that it will continue to enrich people's lives in the future.

Thanking you,



How to Cancel as a Candidate

Cancellation Policy

Candidates can cancel with no fee if the company is notified within 24 hours of receiving payment. After 24 hours, the company will deduct a 10% processing cost.

Once the process starts the given amount will not be refunded at any circumstances.

N.B:- Please read and fill the company application form very carefully.

Withdrawal Policy

Candidates who wish to withdraw from the service can do so within one week of payment, receiving a full refund. Within a two weeks, a 45% fee will be deducted from the refund.

Once the two week cross the given amount will not be refunded and penalty will be imposed on candidates as per company policy.

How to Request Cancellation or Withdrawal

Send an email to [company email] requesting cancellation or withdrawal with the subject line “Cancellation Request” or “Withdrawal Request”. A representative will respond within 24 hours to confirm receipt of the request and proceed with processing the cancellation or withdrawal.

How to Cancel as an Employer

Cancellation Policy

Employers can cancel with no fee if the company is notified within 24 hours of receiving payment. After 48 hours, the company will deduct a 35% processing cost.

Withdrawal Policy

Employers who wish to withdraw from the service can do so within two weeks of payment, receiving a full refund. After two weeks, a 45% fee will be deducted from the refund.

Frequently Asked Questions (FAQ)

- What happens if a candidate cancels after we already received their resume? The company will refund 50% of the fee.
- What if a candidate or employer needs to cancel or withdraw due to unforeseen circumstances? The company will be flexible and work with the client on a case-by-case basis.
- How long does it take to process a cancellation or withdrawal? The company will process the request within 24-48 hours of receiving the request.

Impact of Cancellation/Withdrawal on Fees



For Candidates

If a candidate cancels or withdraws, the company will deduct a processing fee, recurring cost, documents preparation cost proportional to the time elapsed after payment up until the request.



For Employers

If an employer cancels or withdraws within 30 days of payment, the company will deduct a 10% processing fee from the refund. After 30 days, there will be no refund.



Time is Money

Keep in mind that time means money. The sooner you request a cancellation or withdrawal, the lower the proportion of fees that will be deducted and the more money you'll be able to save.

How we Handle Cancellations and Withdrawals

| | Cancellation Policy | Withdrawal Policy |
|------------|---|---|
| Candidates | No fee within 24 hours of payment, 10% processing cost after 24 hours | Full refund within two weeks, 20% fee after two weeks |
| Employers | No fee within 48 hours of payment, 10% processing cost after 48 hours | Full refund within two weeks, 20% fee after two weeks |

Requesting an Extension or Alteration

Extensions

Candidates or employers can request an extension if they are unable to place a candidate or find a job during the original contract period. Extensions will incur an additional fee, determined based on the duration of the extension and the initial contract fee.

Alterations

If an employer changes the position requirements after the candidate has been placed or if a candidate withdraws and wishes to transfer their payment to a different job search, the company is willing to work on a case-by-case basis to see if we can accommodate new requirements or find a new placement.

Lasting Impressions



Our Commitment to you

At our company, we're committed to finding the best candidates and providing the best service possible. We strive to create long-lasting partnerships and to build trust and provide value to our clients.



Contact Us

We are happy to answer any other questions you may have, please do not hesitate to reach out to us.



We're Here to Help

Our team is passionate about helping candidates find their dream job and employers find their perfect candidate. We look forward to working with you!