

[Date]

[Contact Name]
[Agency Name]
[Agency Address]

Re: Cancellation of Recruitment for [Job Title] - [Reference Number]

Dear [Contact Name],

I am writing to formally notify you that we have decided to cancel the recruitment process for the position of [Job Title].

Due to [internal restructuring / budget changes / a change in business requirements], we will no longer be filling this vacancy at this time. Please cease all sourcing and screening activities for this role effective immediately.

We appreciate the effort you have put into identifying candidates thus far. Please inform any candidates currently in the pipeline of this decision. We will keep their details on file should the position reopen in the future.

Please submit any final invoices for agreed-upon administrative costs by [Date]. We look forward to working with your agency on future requirements.

Sincerely,

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