

[Date]

[Agency Contact Name]

[Agency Name]

[Agency Address]

Subject: Notification of Vacancy Withdrawal - [Job Title] (Ref: [Job Reference Number])

Dear [Agency Contact Name],

I am writing to formally notify you that we have decided to withdraw the vacancy for the position of [Job Title], effective immediately.

Due to [Reason for withdrawal, e.g., internal restructuring / budget changes / the role being filled internally], we will no longer be proceeding with recruitment for this role at this time.

Please cease all sourcing and advertising activities for this position. We kindly ask that you inform any candidates currently in the pipeline regarding this update.

Thank you for the time and effort you have invested in this search so far. We appreciate your partnership and will contact you should the requirement reopen or if new vacancies arise.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]