

[Date]

[Consultant Name]

[Search Firm Name]

[Address]

[City, State, Zip Code]

RE: Notice of Search Cancellation and Hiring Freeze - [Job Title/Reference Number]

Dear [Consultant Name],

This letter serves as formal notification that [Company Name] is canceling the active retained search for the position of [Job Title], effective immediately.

Due to [internal restructuring / a strategic shift / budgetary adjustments], the company has implemented a formal hiring freeze for this department. Consequently, we are closing this mandate and request that all recruitment activities, including candidate outreach and interviews, be ceased at this time.

Regarding the financial terms of our agreement:

- We acknowledge that the [First/Second] retainer installment has been paid.
- Please submit a final invoice for any pre-approved out-of-pocket expenses incurred up to this date.
- We understand that according to our contract, the remaining balance of the fee is waived due to the cancellation.

We appreciate the work you have put into this search thus far and the quality of the candidates presented. We will keep your information on file and will reach out should the freeze be lifted or if new search requirements arise in the future.

Please confirm receipt of this notice and provide a final summary of expenses by [Date].

Sincerely,

[Your Name]

[Your Title]

[Company Name]