

[Date]

[Contact Name]

[Recruitment Agency Name]

[Address]

[City, State, Zip Code]

Re: Rejection of Request for Removal from Active Roster

Dear [Contact Name],

We are writing to formally acknowledge your request dated [Date] to remove [Agency Name] from our active contingency recruitment roster.

After reviewing our current contractual obligations and upcoming talent requirements, we are unable to approve this removal at this time. Our records indicate that there are currently active candidates submitted by your firm who are still under consideration or within the agreed-upon ownership period as defined in our Contingency Recruitment Agreement dated [Contract Date].

Per Section [Insert Section Number] of our agreement, the relationship must remain active until all pending placements are finalized or the protection period for submitted candidates has expired.

We value the partnership we have built and would like to ensure all outstanding administrative and placement matters are resolved before discussing a formal dissolution of our working relationship.

Please contact [Name/Department] at [Phone Number/Email] to schedule a brief call to discuss the status of your currently submitted candidates.

Sincerely,

[Your Name]

[Your Title]

[Company Name]