

Date: [Date]

To: [Vendor Contact Name]
[Vendor Company Name]
[Address]

Subject: Rejection of Request for Removal from Staffing Vendor Roster

Dear [Vendor Contact Name],

We have received and reviewed your request dated [Date] regarding the removal of [Vendor Company Name] from our preferred staffing vendor roster.

After careful consideration, we are unable to approve your request for removal at this time due to the following reason(s):

- [Reason 1: e.g., Existing contractual obligations that have not yet expired.]
- [Reason 2: e.g., Outstanding placement guarantees or active candidate submissions.]
- [Reason 3: e.g., Specific project requirements requiring your agency's expertise.]

As per our Master Service Agreement (MSA) dated [Agreement Date], please refer to Section [Section Number] regarding termination protocols and notice periods. We require [Number] days of written notice following the resolution of [Specific Requirement] before a removal can be finalized.

We value the partnership we have built and wish to ensure all pending administrative and contractual items are cleared before any changes are made to our vendor list.

If you have further questions or would like to discuss this matter, please contact [Contact Person Name] at [Phone Number/Email].

Sincerely,

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