

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

Subject: Revision of Cancellation Fees for Withdrawn Vacancies

Dear [Client Contact Name],

I am writing to formally notify you of a revision to our policy regarding cancellation fees for withdrawn vacancies, effective as of [Effective Date].

After a recent review of our operational costs and the resources allocated to recruitment searches, we have updated our fee structure. Previously, the fee for a vacancy withdrawn after [Step in Process, e.g., first round interviews] was [Old Fee Amount/Percentage].

Under the new terms, if a vacancy is withdrawn or placed on indefinite hold after the recruitment process has commenced, the following revised cancellation fees will apply:

- **Stage 1:** If withdrawn after candidate sourcing has begun: [Amount/Percentage]
- **Stage 2:** If withdrawn after the first round of interviews: [Amount/Percentage]
- **Stage 3:** If withdrawn after a formal offer has been extended: [Amount/Percentage]

These changes reflect the extensive work performed by our team in market research, candidate screening, and interview coordination. This ensures we can continue to provide the high level of service and quality candidates your company expects.

All active roles currently under recruitment will be honored under the previous terms until [Date]. All new roles opened after [Effective Date] will be subject to the revised fee schedule.

Please find the updated Terms of Business attached for your records. If you have any questions regarding these revisions, please feel free to contact me directly.

We value our partnership and look forward to continuing to support your hiring needs.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]