

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

RE: Notice of Exclusive Representation - [Candidate Full Name]

Dear [Hiring Manager Name],

This letter serves as formal notification that [Agency Name] has been retained by [Candidate Full Name] as their exclusive representative for their current employment search and application process with [Company Name].

Effective immediately, [Agency Name] is the sole authorized party to:

- Submit [Candidate Name]'s resume and credentials for consideration.
- Coordinate interviews and manage all communications between the candidate and your organization.
- Negotiate terms of employment, compensation, and benefits on the candidate's behalf.

Please direct all inquiries, interview requests, and feedback regarding this candidate to the undersigned at [Phone Number] or [Email Address]. No other third-party recruitment firm or agency has the authority to represent [Candidate Name] for opportunities within your company at this time.

We look forward to working with you to facilitate this placement.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

Acknowledged by Candidate:

[Candidate Signature]

[Date]