

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[Date]

[Recipient Name]  
[Recipient Job Title]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

**RE: Formal Notice of Breach of Contract - Unauthorized Direct Hire**

Dear [Recipient Name],

This letter serves as formal notice regarding an unauthorized direct hire in violation of the agreement between [Your Company Name] and [Recipient Company Name], dated [Date of Signed Contract].

It has come to our attention that [Recipient Company Name] has extended an offer of employment to, or otherwise engaged the services of, [Name of Candidate/Employee]. This individual was originally introduced to your organization through our services under the terms of the aforementioned agreement.

According to Section [Section Number] of our contract, there is a strict non-solicitation and "no-hire" period of [Number of Months] following the introduction or completion of an assignment. By hiring this individual directly without prior written consent or the payment of the agreed-upon placement fee, your company is in breach of these contractual obligations.

To resolve this matter, please choose one of the following actions within [Number] business days:

- Remit payment for the placement fee in the amount of [Amount], as per our standard fee schedule.
- Cease the unauthorized employment of [Name of Candidate/Employee] immediately.

We value our professional relationship and would prefer to resolve this matter amicably. However, should we fail to receive a response or payment by [Deadline Date], we reserve the right to pursue further legal action to protect our interests and recover all applicable fees and legal costs.

Please contact me directly at [Your Phone Number] to discuss the settlement of this invoice.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]