

Date: [Insert Date]

VIA CERTIFIED MAIL / EMAIL

To:

[Name of Recipient/Hiring Company Representative]

[Company Name]

[Company Address]

RE: NOTICE OF BREACH OF SERVICE AGREEMENT - BACK-DOOR HIRE VIOLATION

Dear [Recipient Name],

This letter serves as a formal notice that [Your Company Name] has become aware of a violation regarding the Service Agreement signed between our parties on [Date of Agreement].

Specifically, we have identified that you have directly or indirectly engaged, contracted, or hired [Candidate Name] for the position of [Job Title]. This individual was originally introduced to you by [Your Company Name] on [Date of Introduction] as part of our recruitment services.

Under Section [Insert Clause Number] of our Agreement (the "Non-Circumvention" or "Back-Door Hire" clause), your company agreed to pay a recruitment fee of [Insert Percentage]% of the candidate's first-year annual compensation should you hire any candidate introduced by us within [Number] months of the introduction.

By bypassing our firm to hire this candidate directly, you are in clear breach of your contractual obligations. Based on the estimated starting salary of [Amount], the placement fee owed is [Amount].

Demand for Payment:

We hereby demand payment of the full placement fee in the amount of [Amount] no later than [Insert Date, e.g., 7-10 days from today]. Please find the attached invoice for your records.

Failure to remit payment or provide a satisfactory response by the aforementioned date will leave us with no choice but to escalate this matter to legal counsel to pursue all available remedies, including the recovery of the debt, interest, and legal fees as permitted by law.

We hope to resolve this matter amicably and look forward to your immediate confirmation of payment.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]
[Your Company Name]