

**Date:** [Insert Date]

**To:**

[Name of Contact Person]

[Company Name]

[Company Address]

**RE: NOTICE OF BREACH OF RECRUITMENT SERVICES AGREEMENT**

Dear [Name of Contact Person],

This letter serves as formal notice that [Company Name] is in breach of the Recruitment Engagement Terms signed on [Date of Agreement].

Our records indicate a violation of the following terms:

- **Candidate Name:** [Candidate Name]
- **Nature of Breach:** [e.g., Hiring of candidate without notification, non-payment of placement fee, or bypass of introduction]
- **Employment Start Date:** [Date, if known]

Per our agreement, a placement fee of [Currency/Amount] was due upon the hiring of the aforementioned candidate. Despite our successful introduction and the candidate's subsequent engagement with your firm, we have yet to receive the required notification or payment.

**Required Action:**

To remedy this breach, we require you to:

1. Remit the full placement fee of [Amount] by [Deadline Date].
2. Provide confirmation of the candidate's official job title and start date.

Failure to rectify this matter by the date specified above will leave us with no choice but to escalate this matter to legal counsel and initiate formal recovery proceedings, which may include interest and legal costs as permitted by law.

We value our professional relationship and hope to resolve this matter amicably and promptly.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]