

**Date:** [Insert Date]

**To:**

[Client Name]

[Client Address]

[City, State, Zip Code]

**RE: NOTICE OF BREACH OF CONTRACT - CANDIDATE CIRCUMVENTION**

Dear [Name of Contact Person],

It has come to our attention that [Company Name] has hired or engaged [Candidate Name] for the position of [Position Title] on or about [Start Date].

Records indicate that [Recruitment Agency Name] formally introduced [Candidate Name] to your company on [Date of Introduction]. Pursuant to Section [Insert Section Number] of the Signed Service Agreement dated [Date Agreement was Signed], your company is prohibited from hiring any candidate introduced by our firm for a period of [Insert Number, e.g., 12] months without the payment of a placement fee.

This action constitutes a "circumvention" under our agreed terms. As a result, the standard placement fee is now due and payable. Based on the candidate's estimated starting salary of [Amount], the fee is calculated as follows:

- **Agreed Fee Percentage:** [Insert %]
- **Total Amount Due:** [Insert Amount]

Please find the attached invoice for the aforementioned amount. We require payment within [Number] business days of the date of this letter to resolve this matter amicably.

Failure to remit payment or provide a valid explanation for this discrepancy will result in further legal action to enforce our contractual rights, which may include seeking interest and legal fees.

We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Recruitment Agency Name]

[Your Phone Number]

[Your Email]