

[Your Name/Title]
[Your Company Name]
[Your Company Address]
[Date]

[Contact Person Name]
[Recruitment Agency Name]
[Agency Address]

RE: Notice of Termination of Terms of Business

Dear [Contact Person Name],

Please accept this letter as formal notification that [Your Company Name] is terminating its agreement and Terms of Business with [Recruitment Agency Name], effective from [Termination Date].

As per the notice period required in our signed agreement, we are providing [Number] days' notice. We request that you cease all recruitment activities, including candidate sourcing and job advertising, on behalf of our company as of the effective date.

Please note that any candidates introduced prior to this notice will remain subject to the terms regarding "ownership period" as specified in our original contract. We request a final statement of any outstanding obligations or pending placements to be sent to us by [Date].

We appreciate the services you have provided in the past and wish your agency the best.

Yours sincerely,

[Signature]
[Printed Name]
[Title]