

[Sender Name]
[Sender Title]
[Sender Company Name]
[Date]

[Recipient Name]
[Recipient Title]
[Agency/Company Name]
[Address]

RE: Termination of Temporary Staffing Terms of Business Agreement

Dear [Recipient Name],

Please accept this letter as formal notification that [Your Company Name] wishes to conclude the Terms of Business Agreement for temporary staffing services dated [Date of original agreement].

In accordance with the notice period defined in Section [Clause Number] of our agreement, the contract will officially terminate on [Effective Date of Termination].

Regarding any temporary staff currently on assignment with us, our intention is to:

[Option 1: Complete the current assignments until the termination date.]

[Option 2: Terminate current assignments effective as of (Date).]

We request that a final statement of account be provided by [Date] to ensure all outstanding invoices are settled. Please acknowledge receipt of this notice and confirm the final date of service.

We thank you for your services and wish your agency the best.

Sincerely,

[Signature]

[Sender Name]