

[Company Name]
[Company Address]
[Date]

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

Subject: Notice of Termination of Recruitment Services

Dear [Agency Contact Name],

Please accept this letter as formal notification that [Company Name] will be terminating our recruitment services agreement with [Recruitment Agency Name], effective [Termination Date].

This decision follows a recent corporate restructuring within our organization. As part of this transition, we have revised our hiring strategy and will be consolidating our recruitment efforts [internally / through a different structural model].

Regarding active placements and candidates currently in the pipeline:

- All current job orders are hereby cancelled.
- For any candidates already presented, we will honor the terms of our agreement should a hire occur within the specified protection period.
- Please submit any final invoices for outstanding pre-approved expenses or successful placements by [Date].

We appreciate the support and recruitment services [Recruitment Agency Name] has provided to us in the past. We wish your firm the best in its future endeavors.

Sincerely,

[Your Name]
[Your Title]
[Company Name]