

[Date]

[Contact Name]

[Recruitment Agency Name]

[Agency Address]

[City, State, Zip Code]

RE: Notice of Termination of Recruitment Services Agreement

Dear [Contact Name],

Please accept this letter as formal notification that [Your Company Name] is terminating its agreement with [Recruitment Agency Name] for the provision of recruitment services, effective [Termination Date].

This decision has been made due to the consistent provision of candidates who do not meet the minimum requirements, qualifications, or cultural fit specified in our job descriptions. Despite previous discussions regarding the quality of talent requested, the candidates submitted have remained substandard and do not align with our organizational standards.

As per the terms of our contract, please cease all recruitment activities on our behalf immediately. We request that you provide a final statement of account for any outstanding pre-approved expenses or successful placements completed prior to this notice by [Date].

Please confirm receipt of this letter and the cessation of our engagement.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]