

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

[Date]

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

RE: Termination of Exclusive Recruitment Terms of Business

Dear [Agency Contact Name],

I am writing to formally notify you that [Company Name] wishes to terminate the exclusivity period regarding our Recruitment Terms of Business, dated [Date of Agreement].

In accordance with the notice period specified in our agreement, this letter serves as [Number of Days/Weeks] notice. The exclusivity period will officially conclude on [End Date].

After this date, [Company Name] reserves the right to engage with other recruitment agencies and to source candidates directly for current and future vacancies. Please note that this termination applies specifically to the exclusivity clause; any existing candidates submitted prior to this notice will remain subject to the standard terms previously agreed upon.

We appreciate the efforts [Agency Name] has made to date. Please acknowledge receipt of this letter and confirm the final date of exclusivity in writing.

Yours sincerely,

[Signature]

[Your Printed Name]