

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

[Recipient Name]
[Recipient Title]
[Agency Name]
[Agency Address]

Subject: Termination of Recruitment Services Agreement

Dear [Recipient Name],

I am writing to formally notify you that [Your Company Name] will be terminating our recruitment partnership, effective [Date].

This decision is the result of a strategic budgetary reallocation within our organization. We have decided to shift our financial resources toward other internal initiatives, which necessitates the closure of our external recruitment accounts at this time.

Please complete any pending tasks for candidates currently in the final stages of the interview process by [Date]. After this date, we will no longer accept new referrals or invoices for services not previously authorized.

We appreciate the support and the talent you have helped us acquire during our partnership. We will keep your contact information on file should our budgetary situation change in the future.

Thank you for your understanding.

Sincerely,

[Your Signature]
[Your Printed Name]