

[Your Name/Title]

[Your Company Name]

[Your Address]

[Date]

[Recipient Name]

[Recruitment Agency Name]

[Agency Address]

**RE: NOTICE OF TERMINATION OF RECRUITMENT SERVICES AGREEMENT
FOR MATERIAL BREACH**

Dear [Recipient Name],

This letter serves as formal notice that [Your Company Name] is terminating the Recruitment Services Agreement dated [Date of Contract] effective immediately.

This termination is based on a material breach of the following terms of the Agreement:

- [Description of breach 1, e.g., Failure to conduct mandatory background checks]
- [Description of breach 2, e.g., Submission of candidates without prior consent]
- [Description of breach 3, e.g., Failure to meet minimum performance standards after notice]

Pursuant to Clause [Number] of the Agreement, these actions constitute a material breach that has not been remedied within the required timeframe. Consequently, all recruitment activities, candidate submissions, and associated services must cease immediately.

Please provide a final invoice for any services successfully completed and approved prior to the date of this breach. We request that you return or destroy all confidential information and proprietary data belonging to [Your Company Name] in your possession.

All legal rights and remedies available to [Your Company Name] regarding this breach are hereby reserved.

Sincerely,

[Signature]

[Your Printed Name]