

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Agency Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Notice of Termination of Recruitment Agreement

Dear [Recipient Name],

This letter serves as formal notice that [Your Company Name] is terminating its recruitment agreement and business relationship with [Agency Name], effective immediately.

This decision has been made following a review of recent activities which indicate a direct violation of our company's Compliance Policy, specifically regarding [mention specific policy area, e.g., Data Privacy, Ethical Conduct, or Candidate Vetting].

As per the terms outlined in our agreement dated [Date of Contract], any breach of compliance standards provides grounds for immediate termination. Consequently:

- All active recruitment searches assigned to your agency are hereby canceled.
- Your access to our internal systems and candidate portals will be revoked as of [Time/Date].
- You are required to cease using any company-owned data or branding materials immediately.

Please submit any outstanding invoices for services successfully completed prior to this violation by [Date]. Any pending placements currently in the pipeline will be handled in accordance with the termination clauses of our contract.

We take compliance and ethical standards very seriously and will not tolerate deviations from these requirements.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]