

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Agency Name]
[Agency Address]
[City, State, Zip Code]

RE: Notice of Non-Renewal of Recruitment Terms of Business

Dear [Recipient Name],

I am writing to formally notify you that [Your Company Name] will not be renewing our current recruitment Terms of Business with [Agency Name] upon their expiration on [Expiration Date].

Please consider this letter as formal notice in accordance with the termination provisions outlined in our agreement. Consequently, all recruitment services provided under these terms will cease effective [Expiration Date].

Regarding any candidates currently in the process or recently introduced, we will honor our obligations as specified in the "Ownership of Candidates" or "Introduction Period" clauses of our existing agreement. Please provide a final list of active candidates by [Date] to ensure all records are aligned.

We appreciate the services provided by [Agency Name] during our partnership and wish you the best in your future endeavors.

Please acknowledge receipt of this notice by signing below or replying via email.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]