

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Termination for Cause and Request for Replacement

Dear [Contact Person Name],

This letter serves as formal notification that [Candidate Name], who was placed by [Agency Name] in the position of [Job Title] on [Start Date], has been terminated for cause effective [Termination Date].

As per the terms of our signed Placement Agreement dated [Agreement Date], specifically under the [Section Number/Name] regarding the "Guarantee Period" and "Termination for Cause," we are formally requesting a replacement for this position at no additional professional fee.

The termination was based on the following grounds:

- [Reason 1: e.g., Violation of company policy]
- [Reason 2: e.g., Gross misconduct]
- [Reason 3: e.g., Failure to perform essential job duties]

We have attached supporting documentation regarding this termination for your records. Please confirm receipt of this notice and provide an updated timeline for the submission of new qualified candidates to fulfill this replacement request.

We look forward to continuing our partnership and resolving this vacancy promptly.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]