

[Date]

[Client Name]

[Client Title]

[Company Name]

[Company Address]

RE: FINAL NOTICE - Expiration of Contingency Search Agreement

Dear [Client Name],

This letter serves as formal notification that our current Contingency Search Agreement, dated [Original Contract Date], is scheduled to expire on **[Expiration Date]**.

To ensure there is no disruption in our recruitment efforts for your open positions, specifically [Job Title/Reference Number], we must receive a signed renewal or extension agreement prior to the expiration date. Please note that after [Expiration Date], we will be required to suspend all active candidate sourcing and interviewing activities until a new agreement is in place.

Attached to this correspondence is a simplified Renewal Addendum. To maintain our current search momentum, please:

- Review the attached document.
- Sign and return the document via email to [Email Address].

If your hiring needs have changed or if you do not wish to renew this partnership at this time, please let us know so we can finalize our current files and provide a closing summary of candidate ownership as per our contract terms.

We value our partnership with [Company Name] and look forward to continuing our work together.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]

[Phone Number]

[Email Address]