

FINAL NOTICE: EXPIRING EXCLUSIVE RECRUITMENT AGREEMENT

Date: [Insert Date]

To: [Client Name]
[Company Name]
[Client Address]

Subject: Final Notice of Expiring Exclusive Recruitment Agreement

Dear [Contact Person Name],

This letter serves as a final notice regarding the Exclusive Recruitment Agreement between [Your Agency Name] and [Client Company Name], which is scheduled to expire on [Expiry Date].

As of this date, we have not received a signed renewal or formal confirmation to extend our exclusive partnership. Please be advised that upon the expiration of this agreement, the following terms will apply:

- The exclusivity period for all currently open roles will terminate.
- Preferential fee structures and dedicated resource allocations will be subject to review.
- Any candidates introduced prior to expiration remain protected under the original ownership terms for [Number] months.

We value our partnership and the success we have achieved in building your team. To maintain uninterrupted service and retain your current exclusive benefits, please sign and return the attached renewal addendum by [Deadline Date].

If you have any questions or wish to discuss updated terms, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Your Name]
[Your Title]
[Your Agency Name]