

FINAL NOTICE

[Date]

[Client Name]

[Client Title]

[Company Name]

[Company Address]

Subject: Final Notice of Expiring Executive Search Agreement

Dear [Client Name],

This letter serves as the final formal notice regarding the upcoming expiration of the Executive Search Agreement between [Your Company Name] and [Company Name], dated [Original Contract Date].

Our records indicate that the current agreement is scheduled to expire on [Expiration Date]. According to the terms of our contract, if you wish to maintain our executive search services and retain your current priority status, a renewal must be executed by [Deadline Date].

Please note that if the agreement is not renewed by the aforementioned date:

- Active searches may be paused or terminated.
- Preferential fee structures may no longer apply to future searches.
- Access to our proprietary candidate pipeline for your current openings will be restricted.

To ensure a seamless continuation of our partnership, please find the attached renewal addendum. You may sign and return it electronically or contact us directly to discuss any necessary modifications to the terms.

If you have already initiated the renewal process or have decided not to proceed, please disregard this notice.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]