

[Date]

[Client Name]

[Client Title]

[Company Name]

[Company Address]

RE: FINAL NOTICE - Expiration of Retained Search Agreement for [Job Title/Reference Number]

Dear [Client Name],

This letter serves as the final formal notification regarding the Retained Search Agreement between [Your Company Name] and [Company Name], dated [Original Contract Date]. Our records indicate that this agreement is scheduled to expire on [Expiration Date].

To ensure there is no disruption in our recruitment efforts for the [Job Title] position, we must receive a signed renewal or extension agreement no later than [Deadline Date].

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

- Active search operations and candidate outreach will be suspended.
- Access to the curated candidate pipeline will be restricted.
- Priority status for this assignment will be relinquished.

We value our partnership and are eager to continue our work to secure the right talent for your team. Attached to this letter, you will find the renewal terms for your review and signature.

Please contact me directly at [Phone Number] or [Email Address] to discuss the renewal or if you have any questions regarding the current status of the search.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]