

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Client Contact Name]  
[Client Company Name]  
[Client Address]  
[City, State, Zip Code]

Subject: Confirmation of Early Termination of Placement - [Candidate Name]

Dear [Client Contact Name],

This letter serves as formal confirmation of your request to terminate the placement of [Candidate Name] as [Job Title], effective [Last Date of Work].

As per our discussion on [Date], we understand that this termination is due to [Reason, e.g., project completion / organizational restructuring / etc.].

We will handle all necessary off-boarding administrative tasks regarding the candidate's employment status with our agency. Please ensure that all final timesheets are approved by [Time/Date] to ensure accurate final processing of invoices.

Regarding our agreement, the final invoice will include charges for hours worked up to the termination date, as well as any applicable fees outlined in our signed terms of business under the "Early Termination" clause.

We value our partnership and look forward to assisting you with future staffing needs. Please let us know if there are any other roles we can help you fill at this time.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]