

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

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

Subject: Acknowledgment of Pre-Start Placement Cancellation - [Candidate Name]

Dear [Recipient Name],

This letter serves as formal acknowledgment of your request to cancel the placement for **[Candidate Name]** for the position of **[Job Title]**, which was scheduled to commence on **[Start Date]**.

As requested, we have notified the candidate that the offer has been rescinded and that they are no longer required to report for work. All onboarding processes for this individual have been ceased immediately.

Regarding our agreement, please note the following:

- **Replacement:** We will continue our search to find a suitable replacement for this vacancy if required.
- **Fees:** Any applicable administrative or cancellation fees will be invoiced as per the terms of our signed Business Agreement.
- **Return of Assets:** If any company equipment or proprietary information was sent to the candidate in advance, we will coordinate its prompt return.

We understand that business requirements can change unexpectedly and remain committed to supporting your hiring needs. Please let us know how you would like to proceed regarding the backfilling of this position.

Sincerely,

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