

[Date]

[Client Name]
[Client Title]
[Company Name]
[Company Address]

RE: Confirmation of Candidate Withdrawal / Offer Rescission

Dear [Client Contact Name],

This letter serves as formal confirmation that the placement of [Candidate Name] for the position of [Job Title], originally scheduled to start on [Start Date], has been cancelled prior to the commencement of employment.

As per our records, the cancellation is due to: [Reason, e.g., candidate resignation/personal reasons/client rescission].

Under the terms of our Contingency Search Agreement dated [Date of Agreement], since the candidate did not commence employment, no placement fee is currently due for this specific engagement. Any prepayments or retainers (if applicable) will be handled in accordance with the "Refunds and Replacements" clause of our contract.

We remain committed to finding a suitable replacement for this vacancy. We will continue the search immediately and present a new shortlist of qualified candidates for your review by [Date].

Please acknowledge receipt of this notification by signing below and returning a copy to our office.

Sincerely,

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

Acknowledgment of Cancellation:

Signature: _____ Date: _____

Name and Title: _____