

OFFICIAL NOTICE OF PLACEMENT CANCELLATION

Date: [Insert Date]

To: [Recipient Name/Organization]

Address: [Recipient Address]

City, State, Zip: [Recipient City, State, Zip]

Reference: [Case Number/Placement ID/Candidate Name]

Dear [Recipient Name],

This letter serves as formal notification that [Agency Name] is canceling the placement of [Name of Individual/Candidate] for the position of [Job Title/Role] at [Location/Facility], effective [Date of Cancellation].

The reason for this cancellation is: [Insert Reason, e.g., Client Request, Contract Termination, Failure to Meet Requirements, etc.].

Pursuant to this notice, please take the following actions:

- Cease all work related to this placement immediately.
- Return any agency-issued equipment, badges, or proprietary materials by [Date].
- Submit final timesheets or billing invoices no later than [Date].

If you have any questions regarding this cancellation or the next steps in the offboarding process, please contact [Department/Contact Person] at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Agency Name]