

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

[Recruitment Agency Name]
[Contact Person Name]
[Address]
[City, State, Zip Code]

RE: Notice of Contract Termination - Breach of Confidentiality

Dear [Contact Person Name],

Please be advised that [Your Company Name] is terminating the Recruitment Services Agreement dated [Contract Start Date] effective immediately.

This termination is based on a material breach of the confidentiality provisions set forth in Section [Section Number] of our Agreement. Specifically, it has come to our attention that [Briefly describe the breach, e.g., sensitive candidate data/proprietary company information was disclosed to an unauthorized third party] on [Date of occurrence].

Due to the nature of this breach, we are exercising our right to terminate the relationship without further notice. Please fulfill the following obligations immediately:

- Cease all recruitment activities on behalf of [Your Company Name].
- Return or destroy all confidential information, including candidate resumes, internal hiring criteria, and proprietary data.
- Provide written confirmation that all such data has been permanently deleted from your systems.

All outstanding invoices for services successfully completed prior to the date of the breach will be reviewed in accordance with the contract terms. We reserve all rights to seek legal remedies for any damages resulting from this breach of confidentiality.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]