

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

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

**RE: Notice of Immediate Termination of Recruitment Services Agreement**

Dear [Agency Contact Name],

Please accept this letter as formal notification that [Your Company Name] is terminating the Recruitment Services Agreement dated [Date Agreement was Signed] effective immediately, [Date].

This decision has been made due to [Optional: Brief reason such as breach of contract, failure to meet KPIs, or change in business requirements].

As per this immediate termination:

- All active candidate searches and recruitment activities on our behalf must cease immediately.
- No further candidate submissions will be accepted or considered as of this date.
- Access to any company-internal systems, databases, or job boards must be discontinued.

We request that you provide a final statement of account for any outstanding fees incurred up to this date within [Number] business days. We also expect the immediate return or certified destruction of all confidential company information and data currently in your possession.

Please acknowledge receipt of this notice in writing.

Regards,

[Signature]

[Your Printed Name]  
[Your Job Title]