

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

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

Subject: Notice of Contract Completion and Account Closure

Dear [Agency Contact Person Name],

This letter serves as formal notification that [Your Company Name] is officially closing the current recruitment engagement with [Recruitment Agency Name], effective [Date].

We are pleased to confirm that all recruitment needs for the project/position of [Project Name or Job Title] have been met. As the agreed-upon services have been successfully completed, we request the formal closure of our account and the termination of the service agreement dated [Original Contract Date].

Please ensure that:

- All final invoices are submitted for processing by [Date].
- Any confidential company data or proprietary information is returned or destroyed as per our non-disclosure agreement.
- Access to any internal company portals or systems is revoked.

We appreciate the assistance provided by your team during this period and will keep your contact information on file for any future recruitment requirements.

Please acknowledge receipt of this letter and confirm the final status of our account in writing.

Sincerely,

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