

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

[Recruitment Agency Contact Name]
[Recruitment Agency Name]
[Agency Address]

RE: Notice of Termination of Recruitment Services Agreement

Dear [Contact Name],

This letter serves as formal notice that [Your Company Name] is terminating its Recruitment Services Agreement with [Recruitment Agency Name], effective immediately.

This decision has been made following the discovery that your agency provided fraudulent background information and/or falsified documentation regarding the candidate(s) listed below:

- [Candidate Name]
- [Date of Submission/Placement]

Our internal verification process confirmed that [specify nature of fraud, e.g., employment history, educational credentials, or criminal record checks] provided by your firm was inaccurate and intentionally misleading. This constitutes a material breach of our contract and a violation of professional ethics.

As a result of this breach:

- All active recruitment searches currently assigned to your agency are cancelled.
- Any outstanding invoices for the aforementioned candidate(s) are void.
- [Optional: We request a full refund of placement fees paid for the affected candidate(s) by [Date].]

Please return or destroy all confidential company data in your possession and cease using our company name in your marketing materials immediately.

Sincerely,

[Signature]
[Printed Name]
[Company Name]