

Date: [Insert Date]

To:

[Client Name]

[Client Company Name]

[Client Address]

RE: NOTICE OF TERMINATION OF SERVICES DUE TO NON-PAYMENT

Dear [Client Contact Name],

This letter serves as formal notice that [Your Company Name] is terminating our recruitment and candidate sourcing agreement, effective immediately, due to the non-payment of outstanding invoices.

Despite previous reminders sent on [Date of First Reminder] and [Date of Second Reminder], the following invoices remain unpaid:

- Invoice #[Number] - Amount: [Amount] - Due Date: [Date]
- Invoice #[Number] - Amount: [Amount] - Due Date: [Date]

Total Outstanding Balance: [Total Amount]

As per the terms of our signed agreement dated [Contract Date], payment for candidate sourcing is required within [Number] days of invoicing. Due to the breach of these payment terms, we have ceased all sourcing activities for your open positions.

Please be advised that any candidate introduced by [Your Company Name] during the term of our agreement remains subject to our standard placement fees should they be hired by your organization within the next [Number] months.

We request that the total outstanding balance be settled by [Final Deadline Date] to avoid further legal action or the involvement of a debt collection agency.

Please contact [Name] at [Phone/Email] immediately to confirm receipt of this letter and to arrange payment.

Regards,

[Your Signature]

[Your Name]

[Your Title]

[Your Company Name]