

[Date]

[Recipient Name]

[Recipient Title]

[Staffing Agency Name]

[Address]

[City, State, Zip Code]

**RE: NOTICE OF IMMEDIATE TERMINATION OF STAFFING SERVICES AGREEMENT**

Dear [Recipient Name],

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

This termination is for cause due to a material breach of contract. Specifically, [Staffing Agency Name] has defaulted on the following terms:

- [Detail Breach 1: e.g., Failure to provide qualified personnel]
- [Detail Breach 2: e.g., Violation of background check protocols]
- [Detail Breach 3: e.g., Non-compliance with insurance requirements]

Pursuant to Section [Number] of our Agreement, this default allows for immediate termination without a cure period. All assigned temporary staff must cease work at our facilities effectively immediately. Access to our systems, premises, and proprietary data has been revoked.

Please submit a final invoice for services rendered up to the date of this letter. We reserve all rights to pursue damages resulting from this breach of contract.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]