

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

[Recipient Name]
[Independent Contractor Name/Agency]
[Recipient Address]
[City, State, Zip Code]

Subject: Termination of Independent Recruitment Services Agreement

Dear [Recipient Name],

This letter serves as formal notification that [Your Company Name] is terminating the recruitment services contract dated [Start Date of Contract].

Pursuant to the terms outlined in the agreement under the [Termination Clause Section], we are providing [Number] days' notice. Therefore, our professional relationship will conclude effective [Final Date of Service].

Regarding outstanding recruitment activities:

- Please cease all active candidate searches and job postings immediately.
- Submit a final report of all candidates currently in the pipeline for whom ownership is claimed.
- Provide a final invoice for any unpaid placement fees or prorated expenses incurred up to the termination date.

Please return all company-owned property, proprietary data, and internal hiring documents within [Number] business days. We remind you that the confidentiality and non-disclosure obligations defined in our contract remain in effect following this termination.

We thank you for the recruitment support provided to date and wish you success in your future endeavors.

Sincerely,

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