

[Date]

[Talent Sourcer Name]

[Address]

[City, State, Zip Code]

**Subject: Notice of Non-Renewal of Independent Talent Sourcer Agreement**

Dear [Talent Sourcer Name],

This letter serves as formal notification that [Company Name] will not be renewing the Independent Talent Sourcer Agreement dated [Start Date of Agreement]. In accordance with the terms of our contract, the agreement will officially conclude at the end of the current term on [End Date].

Please consider this the required [Number of Days] days' notice as specified in Section [Section Number] of our agreement. Consequently, your services will no longer be required after [End Date].

Regarding the conclusion of your services, please ensure the following actions are completed by [End Date]:

- Submit all final invoices for recruitment services rendered up to the termination date.
- Provide a final report on all active candidates currently in the pipeline.
- Return or delete all company-proprietary data, candidate databases, and internal documents provided during the term of the agreement.
- Cease use of any company-provided software licenses or email accounts.

We appreciate the recruiting support you have provided to [Company Name] during this term. All outstanding payments for successful placements or agreed-upon retainers will be processed according to our standard payment schedule.

If you have any questions regarding this transition, please contact [Contact Name] at [Phone Number/Email].

Sincerely,

[Your Name]

[Your Title]

[Company Name]