

[Date]

[Recruiter Name]

[Recruiter Address]

[City, State, Zip Code]

Re: Notice of Termination of Independent Contractor Agreement

Dear [Recruiter Name],

Please be advised that [Company Name] is terminating your freelance recruitment services, effective [Termination Date].

This decision has been made due to a consistent failure to meet the candidate screening standards outlined in our agreement. Specifically, the quality of candidates submitted did not align with the required technical qualifications and cultural fit parameters previously discussed. Despite prior feedback provided on [Date of Previous Feedback], we have not seen the necessary improvements in the vetting process.

Final payment for any successfully placed candidates or approved milestones completed up to this date will be processed on [Payment Date]. Please submit any outstanding invoices by [Invoice Deadline].

As per our contract, you are required to return or delete all company property, including candidate databases, internal job descriptions, and proprietary hiring rubrics. You must also cease representing [Company Name] to external candidates immediately.

We thank you for your time and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]