

Date: [Insert Date]

To: [Candidate Name]
[Candidate Address]
[Candidate Email/Phone]

Subject: Formal Notice of Withdrawal of Representation

Dear [Candidate Name],

I am writing to formally notify you that [Agency/Company Name] is withdrawing its representation of you for all current and future job opportunities, effective immediately.

This decision has been made due to a significant breach of our conduct policy and professional standards. Specifically, the following incident(s) or behavior(s) occurred:

[Insert brief description of breach, e.g., falsification of credentials, unprofessional behavior during an interview, or breach of confidentiality].

Our agreement stipulates that all candidates must maintain professional integrity and adhere to our code of conduct. Your actions have compromised our relationship with our partner clients and are inconsistent with the standards we uphold.

As a result of this withdrawal:

- We will no longer submit your profile or resume for any vacancies.
- Your active applications managed through our agency have been retracted.
- Your profile has been marked as inactive in our internal database.

Please refrain from contacting our clients directly regarding any roles we previously introduced to you, as per our signed terms of engagement.

Sincerely,

[Your Name]
[Your Title]
[Agency/Company Name]