

[Your Name]
[Your Title]
[Your Company Name]
[Date]

[Recipient Name]
[Recipient Title]
[Recruitment Agency Name]
[Agency Address]

Re: Termination of Recruitment Services Agreement

Dear [Recipient Name],

I am writing to formally notify you that [Your Company Name] is terminating its agreement for recruitment services with [Recruitment Agency Name], effective immediately.

This decision has been made due to recent unprofessional actions that do not align with our company standards. Specifically, [briefly mention the incident, e.g., breach of confidentiality, misrepresentation of candidates, or failure to follow communication protocols].

As a result of this termination, please cease all recruitment activities on our behalf and stop presenting candidates for our open positions. Please provide a final invoice for any pre-approved services completed up to this date.

We request that all proprietary information and company data currently in your possession be returned or destroyed as per our initial agreement.

Sincerely,

[Your Signature]
[Your Printed Name]