

Date: [Insert Date]

To: [Recipient Name/Organization Name]

Address: [Insert Address]

Subject: Immediate Cancellation of All Future Placement Assignments

Dear [Recipient Name],

This letter serves as formal notification that [Company Name] is cancelling all future placement assignments for [Candidate Name/Staff Category], effective immediately.

As of [Current Date], any previously scheduled placements or upcoming assignments are hereby void. Please ensure that all relevant departments and supervisors are notified of this change to prevent any further scheduling.

We request a final confirmation once these cancellations have been processed in your records. If there are any outstanding administrative items or documentation required regarding these specific cancellations, please let us know by [Insert Date].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]