

[Your Name]
[Your Company Name]
[Your Address]
[Date]

[Recipient Name]
[Staffing Agency Name]
[Agency Address]

RE: Termination of Staffing Services Agreement

Dear [Recipient Name],

This letter serves as formal notification that [Your Company Name] has decided to terminate our Staffing Services Agreement dated [Original Contract Date]. In accordance with the notice period outlined in Section [Number] of our contract, the final day of service will be [End Date].

We would like to emphasize that this decision is based on [reason, e.g., internal restructuring / completion of the project / a change in business needs] and is not a reflection of the quality of service provided by your agency. We have greatly valued the partnership and the caliber of talent you have provided us during our collaboration.

To ensure a smooth transition, we will coordinate with your team regarding the final invoicing and the conclusion of any current placements. Please let us know the necessary steps to wrap up outstanding administrative tasks by [Date].

Thank you for your professionalism and support. We wish [Staffing Agency Name] continued success and would be happy to consider your services again should our staffing needs change in the future.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]