

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

[Recruiter Name]
[Recruiter Title]
[Search Firm Name]
[Address]

Subject: Notice of Termination of Retained Search Services

Dear [Recruiter Name],

I am writing to formally notify you that [Your Company Name] has decided to conclude our engagement for the [Job Title] search, effective [Date].

This decision is based on [reason, e.g., a change in internal hiring strategy / the successful placement of an internal candidate / a shift in budgetary priorities] and is not a reflection of the quality of your services. We have sincerely appreciated your professionalism and the caliber of candidates you presented during this process.

As per our agreement dated [Contract Date], we will settle all outstanding professional fees and pre-approved expenses incurred up to the termination date. Please submit a final invoice by [Date] so we may process the payment promptly.

We thank you for your hard work and look forward to the possibility of collaborating on future search assignments when our needs align again.

Sincerely,

[Signature]
[Your Printed Name]