

[Date]

[Client Name]

[Client Title]

[Company Name]

[Company Address]

Subject: Notification of Talent Reassignment - [Candidate Name]

Dear [Client Name],

I am writing to formally notify you of a change regarding the placement of [Candidate Name] for the position of [Job Title]. Due to [unforeseen internal restructuring / a change in candidate availability / strategic realignment], we have made the decision to reassign this talent to a different project/role.

We understand the importance of this role to your operations. Our team is already prioritizing the search for a replacement who matches or exceeds the qualifications of the previous candidate. We have identified [Number] potential alternates and are currently expediting their screening process.

I would like to schedule a brief call on [Date] at [Time] to discuss the updated timeline and review the profiles of the new shortlist. Please let me know if this time works for you, or suggest an alternative.

Thank you for your continued partnership and understanding.

Best regards,

[Your Name]

[Your Title]

[Recruitment Agency Name]