

[Date]

[Recipient Name]
[Recipient Job Title]
[Client Company Name]
[Company Address]

Subject: Mutual Termination of Recruitment Services Agreement

Dear [Recipient Name],

This letter serves as a formal agreement between [Recruitment Agency Name] and [Client Company Name] to mutually terminate the Recruitment Business Terms signed on [Date of original contract].

Both parties have agreed that the business relationship regarding recruitment services will conclude effective as of [Termination Date].

By signing this letter, both parties agree to the following:

- All active recruitment searches and candidate submissions will cease on the effective date.
- Any outstanding invoices for placements already made shall be paid in full by [Payment Deadline Date].
- The "Ownership of Candidates" or "Referral Period" clauses as defined in the original agreement shall remain in effect for [Number] months following this termination.
- Both parties release each other from any further obligations or liabilities under the original agreement, except for those terms intended to survive termination (such as confidentiality).

Please sign and return a copy of this letter to confirm your agreement to these terms.

Sincerely,

[Your Name]
[Your Title]
[Recruitment Agency Name]

Agreed and Accepted by:

Signature: _____
Name: [Recipient Name]
Title: [Recipient Title]
Date: _____