

Date: [Insert Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Mutual Agreement of Placement Cancellation

Dear [Recipient Name],

This letter serves as a formal record of the mutual agreement between [Company Name] and [Candidate Name] to cancel the placement for the position of [Job Title], which was scheduled to commence on [Start Date].

Following recent discussions, both parties have agreed that it is in their best interests to rescind the offer of employment and void the signed agreement effective immediately. This decision has been reached amicably and by mutual consent.

By signing this document, both parties confirm that:

- The employment relationship will not commence.
- Neither party has any further obligations or liabilities toward the other.
- Any confidential information shared during the recruitment process will remain protected.

We wish each other the best in all future endeavors.

Sincerely,

[Authorized Representative Name]
[Title]
[Company Name]

[Candidate Name]
Date: _____