

[Current Date]

[Name of Agency Contact Person]

[Recruitment Agency Name]

[Agency Address]

[City, State, Zip Code]

RE: Mutual Termination of Recruitment Services Agreement

Dear [Contact Person Name],

This letter serves as a formal written agreement to mutually terminate the recruitment services agreement entered into between [Company Name] and [Recruitment Agency Name] dated [Original Contract Date].

Both parties have agreed to terminate this relationship effective as of [Termination Date]. By signing this letter, both parties acknowledge and agree to the following:

- The recruitment agreement shall cease to be in effect as of the termination date.
- All outstanding invoices for candidates successfully placed prior to this date shall be settled by [Payment Date].
- The "ownership period" for candidates previously introduced by the Agency shall remain in effect for [Number] months following the termination date, as per the original terms.
- Both parties are released from any further obligations, save for clauses related to confidentiality and non-disclosure which shall survive the termination of this agreement.

We thank you for your services and wish you the best in your future endeavors.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Agreed and Accepted by:

[Name of Agency Representative]

[Date]