

**Date:** [Insert Date]

**Between:**

[Company Name]  
[Company Address]  
(Hereinafter referred to as "the Company")

**And:**

[Freelancer Name]  
[Freelancer Address]  
(Hereinafter referred to as "the Recruiter")

**Subject: Mutual Termination of Freelance Recruiting Agreement**

Dear [Name of Contact Person],

This letter serves as a formal agreement between the Company and the Recruiter to mutually terminate the freelance recruiting contract dated [Original Start Date of Contract].

Both parties have agreed that the professional relationship will conclude effective as of [Last Working Date].

**Terms of Termination:**

- **Final Payment:** The Company agrees to pay the Recruiter the final outstanding balance of [Amount] for services rendered up to the termination date. This payment will be issued on or before [Payment Date].
- **Pending Placements:** [Specify if any commission is owed for candidates currently in the pipeline or if all claims are waived].
- **Return of Property:** The Recruiter agrees to return all company-owned data, applicant resumes, and proprietary recruitment tools by [Date].
- **Confidentiality:** Both parties acknowledge that all confidentiality and non-disclosure clauses established in the original contract remain in effect following this termination.
- **Release of Liability:** Upon fulfillment of the final payment, both parties agree to release each other from any further obligations or liabilities arising from the original agreement.

By signing below, both parties acknowledge and agree to the terms of this mutual termination.

**For the Company:**

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[Authorized Signature]  
[Name and Title]  
Date: [Date]

**For the Recruiter:**

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[Freelancer Signature]

[Freelancer Name]

Date: [Date]