

Date: [Insert Date]

To: [Contact Name]
[Recruitment Agency Name]
[Agency Address]

Subject: Mutual Termination of Recruitment Services Agreement

Dear [Contact Name],

This letter serves as a formal agreement between [Company Name] and [Recruitment Agency Name] to mutually terminate the Recruitment Services Agreement dated [Original Contract Date].

Both parties have agreed that the business relationship shall conclude effective immediately, [Insert Date].

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

- All active recruitment searches and job orders are cancelled as of this date.
- [Company Name] shall pay any outstanding invoices for candidates successfully placed and started prior to this termination date, in accordance with the original fee schedule.
- Both parties remain bound by any existing confidentiality and non-disclosure obligations regarding candidate data and proprietary business information.
- Except for the payment of earned fees mentioned above, neither party shall have any further financial or legal obligations to the other under the Agreement.

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

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Agreed and Accepted by:

Signature: _____

Name: _____

Title: _____

Date: _____