

[Date]

[Headhunting Agency Name]

[Contact Person Name]

[Address]

[City, State, Zip Code]

RE: Joint Agreement to Terminate Recruitment Services Contract

Dear [Contact Person Name],

This letter serves as a formal joint agreement between [Company Name] (the "Client") and [Headhunting Agency Name] (the "Agency") to terminate the Headhunting Services Agreement dated [Original Contract Date].

Both parties have mutually agreed to dissolve this business relationship effective as of [Final Termination Date].

Under this agreement, the parties confirm the following:

- All active recruitment searches and candidate submissions will cease as of the effective date.
- The Client agrees to pay any outstanding invoices for services successfully completed up to the date of termination, totaling [Amount, if applicable].
- The Agency confirms there are no further placement fees due, provided no candidates introduced by the Agency are hired by the Client within the "ownership period" defined in the original contract.
- Both parties remain bound by any confidentiality and non-disclosure clauses set forth in the original agreement.

By signing below, both parties acknowledge that they have no further claims against one another arising from the aforementioned contract, except as specifically noted herein.

Sincerely,

For [Company Name]:

[Authorized Name]

[Title]

For [Headhunting Agency Name]:

[Authorized Name]

[Title]