

[Date]

[Recruitment Agency Name]

[Contact Person Name]

[Address]

[City, State, Zip Code]

[Your Company Name]

[Your Name/Title]

[Address]

[City, State, Zip Code]

Subject: Mutual Consent to Terminate Recruitment Partnership Agreement

Dear [Contact Person Name],

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

Both parties have discussed the current partnership and have agreed that it is in their respective best interests to conclude the professional relationship effective [Termination Date].

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

- All active recruitment searches and candidate submissions will cease as of the effective date.
- [Your Company Name] agrees to fulfill any outstanding payment obligations for successful placements made prior to the termination date, in accordance with the original agreement terms.
- The confidentiality and non-disclosure obligations set forth in the original agreement shall remain in effect for the period specified therein.
- Both parties release each other from any further obligations or liabilities arising from the agreement after the termination date.

We appreciate the services provided by [Recruitment Agency Name] during our partnership and wish your team 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]

Acknowledged and Agreed:

[Name of Authorized Representative]

[Title]

[Recruitment Agency Name]

Date: _____