

**Date:** [Insert Date]

**Between:** [Insert Recruitment Agency Name] ("Agency")

**And:** [Insert Client Company Name] ("Company")

**Subject: Mutual Dissolution of Contingency Recruitment Agreement**

Dear [Insert Name of Contact Person],

This letter serves as a formal agreement to mutually terminate the Contingency Recruitment Agreement entered into by [Insert Agency Name] and [Insert Company Name] on [Insert Original Contract Date].

By signing this document, both parties agree to the following terms of dissolution:

- **Termination Date:** The agreement shall be considered null and void effective [Insert Termination Date].
- **Mutual Release:** Both parties hereby release each other from any further obligations, duties, or liabilities arising from the original agreement, except as specified below.
- **Candidate Ownership:** Any candidates introduced by the Agency prior to this date shall remain subject to the standard "ownership period" of [Insert Number, e.g., 6 or 12] months. If the Company hires any such candidate within this period, the original contingency fee remains payable.
- **Confidentiality:** Both parties agree to maintain the confidentiality of any proprietary information shared during the term of the agreement.
- **Outstanding Fees:** Both parties acknowledge that as of the date of this letter, there are no outstanding invoices or expenses due, unless otherwise documented here: [Insert "None" or details of final payments].

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

**For [Insert Agency Name]:**

Signature: \_\_\_\_\_

Name: [Insert Name]

Title: [Insert Title]

**For [Insert Company Name]:**

Signature: \_\_\_\_\_

Name: [Insert Name]

Title: [Insert Title]