

[Date]

[Executive Search Firm Name]

[Contact Person Name]

[Address]

[City, State, Zip Code]

**Re: Mutual Termination of Executive Search Services Agreement**

Dear [Contact Person Name],

This letter serves as a formal agreement between [Client Company Name] ("the Client") and [Executive Search Firm Name] ("the Firm") to mutually terminate the Executive Search Services Agreement dated [Original Contract Date] (the "Agreement").

Both parties have agreed to the following terms regarding this termination:

- **Termination Date:** The Agreement shall be considered null and void effective as of [Effective Date of Termination].
- **Final Payment:** The Client agrees to pay a final amount of \$[Amount] to the Firm for services rendered up to the Termination Date. This payment constitutes full and final settlement of all financial obligations.
- **Cessation of Work:** The Firm will immediately cease all recruitment activities, candidate outreach, and interviews related to the search for [Job Title/Position].
- **Confidentiality:** Both parties agree that all confidentiality and non-disclosure obligations outlined in the original Agreement shall remain in full force and effect following this termination.
- **Release of Claims:** Both parties hereby release each other from any and all further claims, liabilities, or obligations arising from the Agreement.

Please indicate your acceptance of these terms by signing and returning a copy of this letter.

Sincerely,

[Your Name]

[Your Title]

[Client Company Name]

**Agreed and Accepted by [Executive Search Firm Name]:**

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_