

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]

RE: Mutual Agreement to Terminate Recruitment Services Contract

Dear [Recipient Name],

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

By signing this agreement, both parties confirm and agree to the following:

- **Termination Date:** The recruitment services shall officially cease effective [Final Date of Service].
- **Outstanding Fees:** [Your Company Name] agrees to pay for any successful placements made prior to this date as per the original contract terms. [Optional: Specify any final payment amounts].
- **Confidentiality:** Both parties agree to continue upholding the confidentiality and non-disclosure obligations as outlined in the original agreement.
- **Release of Liability:** Upon fulfillment of final payments, both parties hereby release each other from any further obligations, claims, or liabilities arising from the aforementioned contract.

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

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]

Acknowledged and Agreed by:

Signature: _____
Name: [Representative Name]
Title: [Representative Title]
Date: _____