

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

RE: Mutual Termination of Agreement for Permanent Placement Services

Dear [Contact Name],

This letter serves as a formal confirmation of the mutual agreement between [Your Company Name] and [Client Company Name] to terminate the contract for Permanent Placement Services, originally dated [Contract Start Date].

By signing this letter, both parties agree to the following terms regarding the closure of this partnership:

- **Termination Date:** The agreement shall officially end on [Effective Termination Date].
- **Final Invoicing:** All outstanding invoices for successfully placed candidates shall be paid by [Payment Due Date]. [Your Company Name] confirms there are no further pending fees once these are settled.
- **Candidate Ownership:** As per the original agreement, any candidates introduced by [Your Company Name] remain subject to the standard referral period of [Number of Months] months from the date of last introduction.
- **Confidentiality:** Both parties agree to maintain the confidentiality of any proprietary information shared during the term of the contract.
- **Release of Liability:** Both parties hereby release each other from any further obligations or claims arising from the agreement after the termination date.

We appreciate the opportunity to have worked with [Client Company Name] and wish you continued success in your future recruitment efforts.

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

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]

Agreed and Accepted by:

Signature: _____

Name: [Client Representative Name]

Title: [Client Title]

Date: _____