

Date: [Insert Date]

Between: [Insert Staffing Agency Name] ("Agency")

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

Subject: Mutual Termination of Temporary Staffing Services Agreement

Dear [Insert Contact Name],

This letter serves as a formal agreement between [Agency Name] and [Client Company Name] to mutually terminate the Temporary Staffing Services Agreement dated [Insert Start Date of Original Contract].

Both parties have agreed that the contract shall officially end on **[Insert Final Date of Service]** (the "Termination Date").

Terms of Termination:

- **Final Services:** The Agency will continue to provide staffing services until the end of business on the Termination Date.
- **Outstanding Payments:** The Client agrees to pay all outstanding invoices for services rendered up to and including the Termination Date. Final invoices shall be submitted by [Insert Date] and paid within [Insert Number] days.
- **Return of Property:** Both parties agree to return any property, equipment, or confidential data belonging to the other party within [Insert Number] days of the Termination Date.
- **Release of Liability:** Upon fulfillment of final payments, both parties agree to release each other from any further obligations or liabilities arising from the original Agreement, except for those provisions intended to survive termination (such as confidentiality and non-solicitation).

Please indicate your acceptance of these terms by signing below.

Sincerely,

[Name and Title]
For [Staffing Agency Name]

Acknowledged and Agreed:

[Name and Title]
For [Client Company Name]
Date: _____