

[Date]

[Recruitment Agency Name]

[Address]

[City, State, Zip Code]

[Client Company Name]

[Address]

[City, State, Zip Code]

RE: Mutual Termination of Recruitment Services Agreement

Dear [Name of Contact Person],

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

Both parties have agreed that the contract shall terminate effective as of [Termination Date].

Under this mutual agreement, both parties acknowledge and agree to the following:

- All recruitment activities for active job orders will cease as of the termination date.
- The Client remains responsible for payment of any outstanding invoices for candidates successfully placed prior to the termination date.
- The Client agrees to honor the "Ownership Period" or "Referral Period" as defined in the original contract for any candidates presented by the Agency prior to this termination.
- Both parties are released from any further obligations or liabilities under the agreement, except for those provisions intended to survive termination (such as confidentiality and non-solicitation).

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

Sincerely,

[Signature]

[Printed Name]

[Title]

[Recruitment Agency Name]

Acknowledged and Agreed:

[Signature]

[Printed Name]

[Title]

[Client Company Name]

Date: [Date]