

[Date]

[Recipient Name]

[Recipient Job Title]

[Client Company Name]

[Company Address]

Subject: Annual Review of Temporary Staffing Terms of Business

Dear [Recipient Name],

As part of our commitment to maintaining high service standards, we are conducting our annual review of our business agreements. We value our ongoing partnership with [Client Company Name] and appreciate the opportunity to support your staffing requirements.

Please find enclosed our updated Standard Terms of Business for the supply of temporary workers. These terms will apply to all temporary placements effective from [Start Date].

Key updates in this version include:

- [Briefly mention change 1, e.g., Updated compliance clauses]
- [Briefly mention change 2, e.g., Revised payment terms]
- [Briefly mention change 3, e.g., Updated fee schedules]

We kindly ask that you review the attached document. To signify your acceptance of these terms, please sign and return a copy to [Email Address/Postal Address] by [Deadline Date].

If you have any questions regarding these updates or wish to discuss your upcoming staffing needs for the year ahead, please do not hesitate to contact me directly at [Phone Number].

Thank you for your continued business.

Yours sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

Encl: Standard Terms of Business - Temporary Staffing