

[Date]

[Client Name]
[Client Address]
[City, Postcode]

Dear [Contact Name],

Subject: Renewal of Temporary Staffing Services and Updated Terms of Business

We are pleased to confirm the renewal of our agreement to provide temporary staffing services to [Client Company Name].

Enclosed with this letter, you will find our updated Standard Temporary Staffing Terms of Business. These terms will govern all current and future temporary assignments managed by [Agency Name], effective from [Start Date].

Key updates in this version include:

- [Briefly mention update 1, e.g., Revised notice periods]
- [Briefly mention update 2, e.g., Updated statutory compliance clauses]
- [Briefly mention update 3, e.g., New fee structures]

Please review the enclosed document carefully. To signify your acceptance of these updated terms, please sign and return the attached copy by [Due Date]. Alternatively, the continued use of our temporary staffing services after [Start Date] will be deemed as your acceptance of these terms.

We value our partnership and look forward to continuing to support your staffing requirements. If you have any questions regarding these updates, please do not hesitate to contact me directly.

Yours sincerely,

[Your Name]
[Your Title]
[Agency Name]

Enclosure: Standard Temporary Staffing Terms of Business