

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Contact Person Name],

Regarding: Standard Terms of Business for Contract Staffing Services

Thank you for choosing [Agency Name] to assist with your contract staffing requirements. We look forward to a successful partnership.

Please find enclosed our Standard Terms of Business. These terms govern the introduction and supply of temporary contract staff to your organization. These terms will apply to all current and future contract assignments unless otherwise agreed in writing.

We kindly request that you review the document. To confirm your acceptance, please sign and return a copy to [Email Address/Mailing Address]. Please note that the first instruction to provide staff or the commencement of an assignment will be deemed as acceptance of these terms.

If you have any questions regarding these terms or our recruitment process, please do not hesitate to contact me directly at [Phone Number].

Yours sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Agency Name]

Encl: Standard Terms of Business