

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

Subject: Amendment to Service Level Agreement (SLA) - Volume Hiring Phase

Dear [Recipient Name],

This letter serves as a formal amendment to the Service Level Agreement (SLA) dated [Original Contract Date] between [Your Company Name] and [Provider Company Name].

Due to the upcoming volume hiring requirements for the [Project Name/Department], both parties agree to temporarily modify the following performance metrics effective from [Start Date] to [End Date]:

- **Time-to-Fill:** Adjusted from [Original Days] to [New Days] business days.
- **Interview-to-Hire Ratio:** Adjusted to [New Ratio] to accommodate increased candidate flow.
- **Sourcing Volume:** Weekly submittal requirements increased to [Number] qualified candidates.
- **Onboarding Timeline:** [Describe any changes to background checks or documentation windows].

All other terms and conditions of the original Agreement remains in full force and effect. This amendment specifically addresses the surge in recruitment activity and ensures that quality standards are maintained during this high-growth period.

Please acknowledge your acceptance of these amended terms by signing below and returning a scanned copy.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Acknowledged and Agreed:

Signature: _____

Name: [Recipient Name]

Date: _____