

[Company Letterhead/Header]

[Date]

[Client Name]

[Client Title]

[Client Company Name]

[Client Address]

Subject: Notification of Modifications to Temporary Contractor Terms of Business

Dear [Client Contact Name],

We are writing to formally notify you of updates to our standard Terms of Business regarding the supply of temporary contractors, effective as of [Effective Date].

As the landscape for temporary staffing evolves, we periodically review our agreements to ensure compliance with current legislation and to maintain the highest standard of service. The primary modifications include:

- **Section [Number]:** [Brief description of change, e.g., Adjustment to payment terms].
- **Section [Number]:** [Brief description of change, e.g., Updated compliance and data protection clauses].
- **Section [Number]:** [Brief description of change, e.g., Revised notice periods or extension procedures].

Please find the updated Terms of Business document attached to this letter for your records. These revised terms will apply to all existing contractor assignments and any new placements made after the effective date mentioned above.

Your continued use of our services after [Effective Date] will constitute acceptance of these modified terms. If you have any specific questions regarding these changes, please contact [Name/Department] at [Phone Number/Email] by [Deadline Date].

We value our partnership and look forward to continuing our work together.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]

Enclosure: Updated Terms of Business [Year/Version]