

[Date]

[Provider Contact Name]
[Provider Company Name]
[Provider Address]

Subject: Extension of Recruitment Process Outsourcing (RPO) Services Agreement

Dear [Contact Name],

This letter serves as formal notice that [Your Company Name] wishes to extend the Recruitment Process Outsourcing (RPO) agreement currently in place, originally dated [Original Contract Date].

As per our recent discussions, we would like to extend the service period for an additional [Number] months/years, commencing on [Start Date] and concluding on [End Date].

All terms and conditions outlined in the original agreement shall remain in full force and effect during this extension period, with the following exceptions/adjustments:

- [Optional: Adjustment to pricing or fees]
- [Optional: Adjustment to hiring targets or KPIs]
- [Optional: Specific roles or departments included/excluded]

Please acknowledge your receipt and acceptance of this extension by signing and returning a copy of this letter by [Deadline Date].

We look forward to continuing our partnership.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]

Accepted and Agreed:

Signature: _____

Name: _____

Date: _____