

[Date]

[Recipient Name]

[Recipient Title]

[Partner Agency Name]

[Address Line 1]

[Address Line 2]

Subject: Extension of Talent Acquisition Partnership Agreement

Dear [Recipient Name],

This letter serves as a formal notification regarding the Talent Acquisition Partnership Agreement between [Your Company Name] and [Partner Agency Name], originally dated [Original Contract Start Date].

We have been pleased with the quality of talent and the recruitment services provided by your team over the past [Year/Period]. Consequently, we would like to exercise our option to extend this partnership for an additional period of [Duration, e.g., one year], effective from [Extension Start Date] to [Extension End Date].

The terms and conditions outlined in the original agreement will remain in full force and effect during this extension period, with the following modifications (if any):

- [Modification 1: e.g., Revised fee structure]
- [Modification 2: e.g., Updated hiring targets]

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

We look forward to continuing our successful collaboration and reaching our hiring goals together.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]

Acknowledgment and Acceptance:

Signature: _____

Name: [Recipient Name]

Date: _____