

[Date]

[Recipient Name]

[Recipient Title]

[Client Company Name]

[Address Line 1]

[Address Line 2]

Subject: Early Renewal of Workforce Placement Agreement

Dear [Recipient Name],

Our current Workforce Placement Agreement, dated [Original Contract Date], is currently scheduled to expire on [Current Expiration Date].

Given the success of our current partnership and to ensure the continued stability of your workforce, [Your Company Name] would like to propose an early renewal of our agreement. By renewing now, we can guarantee the continued placement of qualified personnel and lock in current service terms for the upcoming period.

We propose extending the agreement for an additional [Number] year(s), with a new expiration date of [New Expiration Date]. All other terms and conditions of the original agreement shall remain in full force and effect, except for the following adjustments:

- [Adjustment 1, e.g., Updated bill rates]
- [Adjustment 2, e.g., Revised volume discounts]

Please review this proposal and let us know if you have any questions. If you agree to these terms, please sign below and return a copy to us by [Deadline Date].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Acceptance:

I, [Recipient Name], acting on behalf of [Client Company Name], hereby accept the early renewal of the Workforce Placement Agreement as outlined above.

Signature: _____ Date: _____