

[Date]

[Client Contact Name]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

Subject: Notification of Automatic Renewal - Volume Staffing Master Contract

Dear [Client Contact Name],

This letter serves as a formal notification regarding the Master Staffing Agreement between [Your Company Name] and [Client Company Name], originally signed on [Original Contract Date].

According to Section [Section Number] of our agreement, the contract is scheduled for automatic renewal. Please find the renewal details below:

- **Renewal Date:** [Renewal Date]
- **New Expiration Date:** [New End Date]
- **Staffing Volume Commitment:** [Insert Details or "As per original terms"]
- **Rate Adjustments:** [Insert "None" or describe percentage increase]

The terms and conditions of the original Master Contract will remain in full force and effect during this renewal period. This automatic renewal ensures there is no interruption in the high-volume staffing services and workforce management we provide to your operations.

No action is required on your part if you wish to proceed with this renewal. However, if you have any questions or wish to discuss updates to your staffing volume requirements, please contact your Account Manager at [Phone Number] or [Email Address] by [Deadline Date].

We value our partnership and look forward to supporting your staffing needs for another term.

Sincerely,

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