

[Company Name]  
[Address Line 1]  
[City, State, Zip Code]  
[Date]

[Recipient Name]  
[Title]  
[Staffing Agency Name]  
[Address Line 1]  
[City, State, Zip Code]

**Subject: Confirmation of Volume Staffing Master Contract Renewal**

Dear [Recipient Name],

This letter serves as formal confirmation that [Company Name] is renewing the Master Staffing Agreement with [Staffing Agency Name] for the provision of volume staffing services.

The renewal details are as follows:

- **Contract Reference:** [Contract Number/ID]
- **Renewal Effective Date:** [Start Date]
- **New Expiration Date:** [End Date]
- **Scope of Services:** High-volume recruitment and placement for [Departments/Job Roles]

All existing terms, conditions, and agreed-upon rate structures outlined in the original Master Contract dated [Original Signing Date] shall remain in full force and effect, unless otherwise specified in the attached addendum.

We value the partnership we have built and look forward to your continued support in meeting our large-scale personnel requirements over the coming year.

Please sign and return the enclosed copy of this letter to acknowledge your acceptance of the renewal terms.

Sincerely,

[Signature]  
[Name]  
[Title]  
[Company Name]

---

**Acknowledgement of Renewal:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Title: \_\_\_\_\_