

[Date]

[Client Contact Name]  
[Client Job Title]  
[Client Company Name]  
[Client Address]

**RE: Notice of Renewal - Master Services Agreement and Service Level Agreement**

Dear [Client Contact Name],

This letter serves as formal notification regarding the upcoming expiration of the Master Services Agreement (MSA) and the associated Service Level Agreement (SLA) between [Staffing Agency Name] and [Client Company Name], currently set to expire on [Current Expiration Date].

In light of our ongoing partnership and the continued volume staffing requirements of [Client Company Name], we propose to renew these agreements for an additional [Number] year term, effective [New Start Date].

The renewal will incorporate the following updates to ensure we continue to meet your high-volume hiring targets:

- **Service Level Agreement (SLA) Adjustments:** Updated benchmarks for Time-to-Fill and Candidate Quality Scores based on current market data.
- **Volume Tiers:** Revised pricing structures based on the projected hiring volume for the upcoming fiscal year.
- **Compliance & Reporting:** Enhanced quarterly reporting protocols to ensure full transparency on recruitment metrics.

Attached to this letter, you will find the updated Master Contract and the revised SLA document for your review. If the terms are acceptable, please return a signed copy by [Deadline Date].

We value our relationship with [Client Company Name] and look forward to supporting your workforce scaling needs in the coming year.

Sincerely,

[Your Name]  
[Your Job Title]  
[Staffing Agency Name]  
[Phone Number]  
[Email Address]