

[Date]

[Subcontractor Name]  
[Contact Person Name]  
[Address]  
[City, State, Zip Code]

**Subject: Annual Renewal of Recruitment Subcontractor Agreement**

Dear [Contact Person Name],

This letter serves as formal notification that [Company Name] wishes to renew our Recruitment Subcontractor Agreement with [Subcontractor Name] for the upcoming year.

The current agreement, dated [Original Start Date], is scheduled to expire on [Current Expiration Date]. We would like to extend the term of this agreement for an additional twelve (12) months, effective from [New Start Date] through [New End Date].

All existing terms, conditions, and fee structures outlined in the original agreement shall remain in full force and effect during this renewal period [Optional: unless otherwise specified in the attached addendum].

Please review this renewal notice. To confirm your acceptance, please sign and return a copy of this letter by [Due Date].

We appreciate the partnership we have built over the past year and look forward to another successful year of collaboration.

Sincerely,

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

---

**Acknowledgment and Acceptance:**

I, [Name], acting as an authorized representative of [Subcontractor Name], hereby agree to the renewal of the Recruitment Subcontractor Agreement as stated above.

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

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