

[Date]

[Subcontractor Name]
[Subcontractor Company]
[Address]
[City, State, Zip]

Re: Renewal of Executive Search Subcontracting Partnership

Dear [Subcontractor Contact Name],

This letter serves as a formal proposal to renew the subcontracting partnership between [Your Company Name] and [Subcontractor Company] for the upcoming period of [Start Date] to [End Date].

Over the past [Year/Term], your assistance in sourcing and vetting high-level candidates for our executive placements has been invaluable. We have been particularly impressed with your work on the [Specific Project or Industry] searches.

The terms of this renewal shall remain consistent with our previous Master Subcontractor Agreement, including:

- **Fee Structure:** [Specify if same or updated]
- **Exclusivity:** [Specify terms]
- **Confidentiality:** Adherence to existing Non-Disclosure Agreements.
- **Reporting:** [Weekly/Monthly] candidate pipeline updates.

Please find the updated Annex A (Statement of Work) attached for your review. If the terms are acceptable, please sign and return a copy of this letter by [Deadline Date].

We look forward to another successful year of collaboration and placing top-tier leadership talent.

Sincerely,

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

Acknowledgment and Acceptance:

I, [Subcontractor Name], acting on behalf of [Subcontractor Company], hereby accept the terms of this partnership renewal.

Signature: _____ Date: _____