

[Date]

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

**RE: Renewal of Subcontractor Agreement for Candidate Screening Services**

Dear [Contact Person Name],

This letter serves as a formal agreement to renew the subcontracting partnership between [Your Company Name] ("Company") and [Subcontractor Name] ("Subcontractor") for candidate screening services.

The original agreement dated [Original Start Date] is hereby extended under the following terms:

- **Renewal Period:** This renewal shall be effective from [Renewal Start Date] and will expire on [Renewal End Date].
- **Scope of Work:** The Subcontractor will continue to provide candidate screening, including but not limited to [list specific tasks, e.g., resume vetting, initial interviews, and background verification], as outlined in the original agreement.
- **Compensation:** Payment terms shall remain [Specify: e.g., the same as the previous term / adjusted to the new rate of \$XX per candidate].
- **Terms and Conditions:** All other terms, including confidentiality, data protection, and termination clauses from the original contract, remain in full force and effect.

Please indicate your acceptance of this renewal by signing and returning a copy of this letter by [Due Date].

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]  
[Your Company Name]

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**Acknowledgment and Acceptance:**

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

Printed Name: [Subcontractor Representative Name]

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