

[Date]

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

**Subject: Extension of Recruitment Subcontractor Agreement**

Dear [Contact Person Name],

This letter serves as a formal amendment to the Recruitment Subcontractor Agreement entered into on [Original Start Date] between [Your Company Name] and [Subcontractor Name].

The current agreement is scheduled to expire on [Current Expiration Date]. Both parties have agreed to extend the term of this agreement under the same terms and conditions as the original contract.

The new expiration date for this agreement will be [New Expiration Date].

All other provisions, including fee structures, confidentiality clauses, and service level requirements, shall remain in full force and effect during this extended period.

Please acknowledge your acceptance of this extension by signing and returning a copy of this letter.

Sincerely,

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

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**Accepted and Agreed:**

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

Name: [Subcontractor Representative Name]

Title: \_\_\_\_\_

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