

Date: [Insert Date]

To: [Subcontractor Name]

[Subcontractor Address]

[City, State, Zip Code]

Subject: Renewal of Freelance Recruiter Subcontractor Agreement

Dear [Subcontractor Name],

This letter serves as a formal notification and agreement to renew the Freelance Recruiter Subcontractor Agreement originally entered into on [Original Start Date] between [Company Name] ("The Company") and [Subcontractor Name] ("The Subcontractor").

Both parties agree to extend the term of the existing agreement under the following conditions:

1. Renewal Term: The agreement shall be extended for a period of [Insert Duration, e.g., 12 months], beginning on [Renewal Start Date] and ending on [Renewal End Date].

2. Terms and Conditions: All terms, conditions, commission structures, and confidentiality clauses set forth in the original agreement shall remain in full force and effect during this renewal period, unless otherwise amended in writing.

3. Amendments: [Insert "None" or specify any changes to fees/scope].

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

We look forward to our continued collaboration.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

ACCEPTED AND AGREED:

Signature: _____

Name: [Subcontractor Name]

Date: _____