

[Date]

[Subcontractor Name]

[Contact Person Name]

[Address]

[City, State, Zip Code]

RE: Renewal of Recruitment Process Outsourcing (RPO) Subcontract Agreement

Dear [Contact Person Name],

This letter serves as formal notification that [Company Name] wishes to exercise the option to renew our Recruitment Process Outsourcing Subcontract Agreement dated [Original Contract Start Date].

We have been satisfied with the quality of recruitment services provided during the current term. As per this renewal, the agreement shall be extended for an additional period of [Number] year(s), beginning on [New Start Date] and expiring on [New End Date].

All existing terms, conditions, and service level agreements (SLAs) outlined in the original contract shall remain in full force and effect, with the following exceptions/adjustments:

- [List any changes to pricing, scope, or KPIs, or state "No changes"]

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 partnership and another successful year of recruitment operations.

Sincerely,

[Signature]

[Name]

[Title]

[Company Name]

Acknowledgment and Acceptance:

I, [Name of Authorized Representative], acting on behalf of [Subcontractor Name], hereby agree to the renewal of the RPO Subcontract Agreement as stated above.

Signature: _____ Date: _____