

[Date]

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

Re: Renewal of Recruitment Subcontractor Agreement

Dear [Contact Person Name],

This letter serves as formal notification that [Your Company Name] wishes to renew the Recruitment Subcontractor Agreement originally entered into on [Original Start Date].

Per the terms of our current agreement, we propose to extend our partnership for an additional period of [Renewal Duration, e.g., one year], beginning on [New Start Date] and ending on [New End Date].

All existing terms, conditions, and fee structures outlined in the original agreement dated [Original Date] shall remain in full force and effect during this renewal period, with the following exceptions (if any):

- [List any changes or state "None"]

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

We value our professional relationship and look forward to your continued support in our recruitment efforts.

Sincerely,

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

Acknowledgment and Acceptance:

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

Signature: _____ Date: _____