

[Date]

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

Subject: Renewal of Talent Acquisition Services Agreement

Dear [Subcontractor Name],

This letter serves as formal notification that [Company Name] wishes to renew your contract for Talent Acquisition Subcontracting services. We have been pleased with your performance and recruitment results during the current term.

The details of the renewal are as follows:

- **Original Contract Reference:** [Contract ID or Date]
- **Renewal Period:** [Start Date] to [End Date]
- **Agreed Rate/Fee Structure:** [Specify Rate or "As per previous agreement"]

All other terms and conditions outlined in the original agreement dated [Original Agreement Date] shall remain in full force and effect during this renewal period.

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.

Sincerely,

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

Acknowledgment and Acceptance:

Signature: _____

Name: _____

Date: _____