

[Date]

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

Subject: Renewal of Temporary Staffing Subcontractor Agreement

Dear [Contact Name],

This letter serves as formal notification that [Your Company Name] wishes to exercise its option to renew the Temporary Staffing Subcontractor Agreement dated [Original Contract Date].

The renewal period will be effective from [Start Date] and will continue until [End Date]. All terms, conditions, and pricing structures outlined in the original agreement shall remain in full force and effect during this renewal term, unless otherwise modified by a written amendment signed by both parties.

We value the partnership we have built with [Subcontractor Name] and look forward to your continued support in providing qualified temporary personnel to meet our requirements.

Please acknowledge your acceptance of this renewal by signing and returning a copy of this letter to [Email Address] by [Deadline Date].

Sincerely,

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

Acknowledgment and Acceptance:

Signature: _____

Printed Name: _____

Date: _____