

[Current Date]

[Client Contact Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Subject: FINAL NOTICE: Expiration of Staffing Services Agreement

Dear [Client Contact Name],

This letter serves as the final formal notice regarding the upcoming expiration of the Staffing Services Agreement between [Your Company Name] and [Client Company Name], dated [Original Contract Date].

Our records indicate that the current contract is scheduled to expire on **[Expiration Date]**. To date, we have not received a signed renewal agreement or a formal request to extend services.

Please be advised that if a renewal is not executed by [Deadline Date], all staffing services will be suspended effective [Expiration Date]. This includes:

- The conclusion of current temporary staff assignments.
- The suspension of payroll and administrative support for assigned personnel.
- The cessation of active recruitment for your open requisitions.

We value our partnership and wish to ensure a seamless transition or continuation of services. Attached to this correspondence, you will find the renewal terms for your review and signature.

If you intend to renew or have questions regarding the updated terms, please contact [Account Manager Name] immediately at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]