

[Date]

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

Dear [Candidate Name],

Congratulations on your appointment as [Job Title] with [Client Company Name]. We are pleased to have partnered with you throughout this executive search process.

As you prepare for your transition, this letter outlines the final steps of our onboarding coordination. Although you will be reporting directly to [Hiring Manager Name] at [Client Company Name], [Search Firm Name] remains available to support your integration during your first 90 days.

Onboarding Details:

- **Start Date:** [Date]
- **Reporting Time:** [Time]
- **Location:** [Office Address or Remote Instructions]
- **Internal Liaison:** [Name of HR Contact]

Immediate Next Steps:

Please ensure that all final documentation, including [list specific documents, e.g., signed contract, background check forms], has been submitted to the [Client Company Name] portal by [Date].

We will schedule a follow-up call with you at the end of your first month to ensure the transition is meeting your expectations and to provide any necessary feedback to the leadership team.

We wish you great success in your new role. If you have any immediate questions before your start date, please contact me directly.

Best regards,

[Your Name]
[Your Title]
[Search Firm Name]