

[Date]

[Hiring Manager Name]

[Title]

[Healthcare Organization Name]

[Address]

[City, State, Zip Code]

Dear [Hiring Manager Name],

It is with great pleasure that I formally confirm the placement of **[Candidate Name]** as the new **[Job Title]** for **[Healthcare Organization Name]**, effective **[Start Date]**.

After an extensive search and rigorous vetting process, we are confident that [Candidate Name] possesses the clinical leadership, strategic vision, and operational expertise required to excel in this role. Their background in [Specific Area, e.g., Acute Care, Health Systems, or Revenue Cycle] aligns perfectly with the goals discussed during our initial consultation.

The terms of the offer have been formally accepted, and the following steps have been completed:

- Signed Employment Agreement
- Credentialing and Primary Source Verification
- Background and Reference Checks
- Initial Onboarding Schedule Coordination

An invoice regarding the placement fee, as per our signed Retained Search Agreement, is attached for your records. Payment is requested by [Due Date].

We will remain in contact with both you and [Candidate Name] during the transition period to ensure a seamless integration into your leadership team. Thank you for trusting [Search Firm Name] with this critical executive appointment.

Sincerely,

[Your Name]

[Your Title]

[Search Firm Name]

[Phone Number]

[Email Address]