

[Agency Name]  
[Agency Address]  
[City, State, Zip Code]  
[Date]

[Client Contact Name]  
[Client Company Name]  
[Client Address]  
[City, State, Zip Code]

**Subject: Notification of Placement Guarantee Fulfillment**

Dear [Client Contact Name],

This letter serves as formal notification regarding the placement guarantee for the position of [Job Title].

As per our recruitment agreement dated [Date of Contract], a guarantee period of [Number] days was established for the placement of [Placed Candidate's Name], who commenced employment on [Start Date].

We are pleased to note that the guarantee period has successfully concluded as of [End Date of Guarantee Period]. According to our records, the candidate remains successfully employed in their role, and all conditions of the placement guarantee have now been fully satisfied.

We appreciate the opportunity to assist with your hiring needs. Should you require further recruitment services or have any questions regarding this placement, please do not hesitate to contact us.

Sincerely,

[Your Name]  
[Your Title]  
[Phone Number]  
[Email Address]