

[Date]

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

**RE: Confirmation of Direct Hire Placement - [Candidate Name]**

Dear [Client Contact Name],

This letter serves to formally confirm the direct hire placement of **[Candidate Name]** for the position of **[Job Title]** with **[Client Company Name]**.

The agreed-upon terms for this placement are as follows:

- **Candidate Name:** [Candidate Name]
- **Position:** [Job Title]
- **Start Date:** [Start Date]
- **Annual Base Salary:** \$[Amount]
- **Placement Fee Percentage:** [Percentage]%
- **Total Placement Fee:** \$[Amount]

An invoice for the total placement fee will be sent separately. Please note that according to our signed Fee Agreement, payment is due within [Number] days of the candidate's start date.

This placement is subject to the guarantee period of [Number] days as outlined in our original contract. Should the candidate leave the position within this timeframe, the terms of the replacement or refund policy will apply.

We are confident that [Candidate Name] will be a valuable addition to your team. Thank you for choosing [Recruiting Firm Name] for your hiring needs. We look forward to continuing our partnership.

Sincerely,

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