

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

RE: Confirmation of Permanent Placement

Dear [Client Contact Name],

We are pleased to confirm the permanent placement of the following candidate with [Client Company Name]:

- **Candidate Name:** [Candidate Full Name]
- **Position Title:** [Job Title]
- **Start Date:** [Start Date]
- **Annual Salary:** [Amount]

As per our signed Recruitment Services Agreement, the professional placement fee is [Percentage]% of the candidate's first-year annual salary, totaling [Total Fee Amount]. An invoice for this amount is attached and is payable within [Number] days of the candidate's start date.

This placement is subject to a guarantee period of [Number] days. Should the candidate leave the position within this timeframe under the terms specified in our agreement, [Your Company Name] will provide a replacement or credit as previously outlined.

We appreciate the opportunity to work with you and are confident that [Candidate Name] will be a valuable asset to your team. Please do not hesitate to contact me if you have any questions.

Sincerely,

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