

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

Dear [Candidate Name],

Congratulations on your new appointment as [Job Title] with [Client Company Name]. It has been a pleasure working with you throughout the executive search process.

As you prepare for your start date on [Start Date], we want to ensure your transition is as smooth as possible. We are confident that your leadership and expertise will be a significant asset to the [Client Company Name] team.

Below are a few reminders for your first week:

- Reporting to: [Manager Name/Title]
- Location: [Office Address or Remote Instructions]
- Start Time: [Time]

We will check in with you periodically during your first few months to see how you are settling into your new role. In the meantime, if you have any immediate questions regarding your placement, please do not hesitate to contact me.

We wish you great success in this next chapter of your career.

Sincerely,

[Your Name]

[Your Title]

[Executive Search Firm Name]