

Subject: Welcome to [Company Name] | Next Steps for Our Partnership

Dear [Consultant Name],

We are pleased to officially welcome you as a retained recruitment partner for [Company Name]. We were impressed by your expertise and look forward to working together to find the best talent for our team.

To ensure a smooth transition, we would like to schedule an initial briefing meeting. During this call, we will discuss:

- Current priority roles and position profiles.
- Our company culture and value proposition.
- Target candidate profiles and sourcing strategies.
- Communication protocols and reporting schedules.

Please let us know your availability for a 45-minute kick-off meeting on [Date] or [Date].

In the meantime, we are attaching the following documents for your review:

- [Document 1: e.g., Detailed Job Descriptions]
- [Document 2: e.g., Company Org Chart]
- [Document 3: e.g., Signed Retainer Agreement]

Your primary point of contact moving forward will be [Internal Contact Name], [Job Title].

We are excited to begin this partnership and are confident that your search will yield excellent results for our organization.

Best regards,

[Your Name]

[Your Title]

[Company Name]