

[Date]

[Client Name]

[Client Title]

[Company Name]

[Company Address]

Dear [Client Name],

On behalf of [Executive Search Firm Name], I would like to congratulate you on the appointment of [Candidate Name] as your new [Job Title]. We are confident that [Candidate Name] will be a significant asset to [Company Name] and will play a pivotal role in your organization's future success.

Now that the search has concluded, we would appreciate the opportunity to conduct a brief placement review. Your feedback is essential to our commitment to continuous improvement and ensures that we continue to meet the high standards expected by our partners.

Specifically, we would value your perspective on the following:

- The quality and fit of the presented shortlist.
- Our communication and project management throughout the search.
- The efficiency of the interview and offer negotiation phases.
- Any areas where we could have better supported your team.

Please let us know if you are available for a 10-minute call next week, or if you would prefer to provide your comments via email. We have also attached the final closing documentation and invoice for your records.

It has been a pleasure working with you on this critical hire. We look forward to seeing the impact [Candidate Name] makes in their new role and hope to support [Company Name] again in the future.

Sincerely,

[Your Name]

[Your Title]

[Executive Search Firm Name]