

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

[City, State, Zip]

Dear [Client Name],

Regarding the placement of: **[Candidate Name]**

Position: **[Job Title]**

Start Date: **[Date]**

Now that [Candidate Name] has been with your team for [Number] days, I am writing to ensure that the placement is meeting your expectations and that the transition has been successful.

At [Your Agency Name], we strive to provide high-quality permanent staffing solutions. Your feedback is essential to our process. Please take a moment to confirm your satisfaction by addressing the following:

- Is the candidate performing according to the job description?
- Has the candidate integrated well into your company culture?
- Are there any areas where we can provide additional support during this period?

If you are satisfied with the placement, please sign below and return this letter for our records. If you have any concerns or wish to discuss the placement further, please contact me directly at [Phone Number] or [Email Address].

We appreciate your business and look forward to assisting you with your future hiring needs.

Best regards,

[Your Name]

[Your Title]

[Your Agency Name]

Client Confirmation:

I confirm that I am satisfied with the placement of [Candidate Name].

Signature: _____ Date: _____