

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

Dear [Client Name],

Now that [Candidate Name] has been in the role of [Job Title] for [Number] days, I wanted to follow up to see how the transition is progressing.

At [Your Agency Name], we are committed to providing high-quality talent and ensuring a long-term fit for your team. Your feedback is essential in helping us maintain these standards and improve our recruitment process.

Could you please take a few moments to answer the following questions?

- How would you rate the candidate's performance and integration into the team so far?
- Did the recruitment process meet your expectations in terms of speed and communication?
- Is there anything we could have done differently to better support your hiring needs?

You can reply directly to this email or, if it is more convenient, we can schedule a brief 5-minute call.

Thank you for your continued partnership. We look forward to working with you again on future placements.

Best regards,

[Your Name]

[Your Title]

[Your Phone Number]

[Your Email Address]