

[Your Name]
[Your Title]
[Your Company Name]
[Date]

[Hiring Manager Name]
[Client Company Name]
[Address]

Dear [Hiring Manager Name],

I am writing to follow up on the recent placement of [Candidate Name] in the position of [Job Title]. It has been [Number] weeks since their start date, and I wanted to ensure that the transition is going smoothly.

At [Your Company Name], we strive to provide candidates who not only meet the technical requirements of the role but also fit your company culture. I would appreciate your feedback on the following:

- Is the candidate meeting your performance expectations?
- How well has the candidate integrated with the existing team?
- Are there any specific areas where we can provide additional support?

Your satisfaction is our priority. Please let me know if you would like to schedule a brief call to discuss this placement further or if there are any other upcoming vacancies we can assist you with.

Thank you for your continued partnership.

Best regards,

[Your Signature]

[Your Printed Name]