

[Date]

[Client Name]

[Client Title]

[Company Name]

[Company Address]

Re: Performance Review for [Temporary Employee Name]

Dear [Client Last Name],

I am writing to follow up on the recent placement of [Temporary Employee Name], who has been serving as a [Job Title] with your team since [Start Date].

At [Your Agency Name], we strive to provide the highest quality staffing solutions. To ensure we are meeting your expectations, we would appreciate your feedback on the candidate's performance in the following areas:

- Technical skills and job proficiency
- Punctuality and reliability
- Communication and integration with your team
- Overall quality of work

Please let us know if there are any specific areas where the candidate excels or any aspects that require improvement. Your input helps us manage the current assignment effectively and refine our future selection process for your company.

You can provide your feedback by replying to this email or by calling me directly at [Your Phone Number].

Thank you for your continued partnership.

Best regards,

[Your Name]

[Your Title]

[Your Agency Name]