

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

[Client Name]  
[Client Job Title]  
[Client Company Name]

Subject: Feedback Request: [Candidate Name] - [Job Title]

Dear [Client Name],

I hope you are doing well.

As [Candidate Name] has recently completed their probationary period as [Job Title], I am writing to check in on their performance and integration into your team.

We value our partnership with [Client Company Name], and your feedback is essential for us to ensure we are meeting your recruitment needs. Could you please take a moment to answer the following questions?

- How would you rate the candidate's overall performance during the probation period?
- How well has the candidate integrated into the company culture?
- Are there any specific areas where the candidate has exceeded expectations or requires further development?
- How satisfied are you with the recruitment process provided by our agency?

If you prefer a brief phone call to discuss this instead, please let me know a time that works best for you.

Thank you for your time and for the opportunity to work with you.

Best regards,

[Your Signature]  
[Your Phone Number]  
[Your Email Address]