

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

[Agency Contact Person Name]
[Agency Name]
[Agency Address]

Subject: Recruitment Service Evaluation - [Project Name/Job Title]

Dear [Agency Contact Person Name],

I am writing to provide feedback regarding the recruitment services provided by [Agency Name] for the recent hiring of our [Job Title] position.

Please find our evaluation of your services based on the following criteria:

1. Quality of Candidates: [Excellent / Satisfactory / Needs Improvement]

Comments: [Insert feedback]

2. Time-to-Fill: [Excellent / Satisfactory / Needs Improvement]

Comments: [Insert feedback]

3. Communication and Responsiveness: [Excellent / Satisfactory / Needs Improvement]

Comments: [Insert feedback]

4. Understanding of Requirements: [Excellent / Satisfactory / Needs Improvement]

Comments: [Insert feedback]

Overall, we are [satisfied/unsatisfied] with the placement of [Hired Candidate Name]. We [would/would not] consider using your services for future recruitment needs based on this experience.

Thank you for your assistance in our hiring process.

Sincerely,

[Your Signature]
[Your Printed Name]