

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

Dear [Client Name],

Now that [Candidate Name] has completed their first [Number] days in the role of [Job Title], I am writing to check in on their progress and ensure the placement is meeting your expectations.

At [Agency Name], we are committed to providing high-quality service. Your feedback is essential in helping us improve our recruitment process and ensure we continue to find the right talent for your team.

Could you please take a few moments to provide your feedback? You can either reply to this email or complete our brief online survey here: [Link to Survey].

Specifically, we would appreciate your thoughts on:

- The performance and integration of the new hire.
- The efficiency of our communication throughout the process.
- The overall quality of the candidates presented.

Thank you for your partnership and for choosing [Agency Name]. We look forward to supporting your future hiring needs.

Best regards,

[Your Name]

[Your Title]

[Agency Name]

[Phone Number]

[Email Address]