

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

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

Subject: Evaluation of Recruitment Services Proposal

Dear [Agency Contact Name],

Thank you for reaching out and sharing your agency's recruitment approach and service portfolio with [Company Name]. We have completed an initial evaluation of your proposal based on our current hiring requirements and organizational standards.

At this time, we have assessed your approach against the following criteria:

- Alignment with our industry niche and specialized roles.
- Proposed sourcing methodology and candidate screening process.
- Fee structure and placement guarantee terms.
- Projected timelines for talent acquisition.

Status: [Select one: Approved for Preferred Supplier List / Pending Further Review / Declined at this time]

[Optional: Specific feedback or request for additional information, e.g., "We would like to request a more detailed breakdown of your candidate verification process before making a final decision."]

We appreciate the time you took to present your services. We will keep your information on file should our staffing needs evolve or if further discussion is required.

Sincerely,

[Your Signature]
[Your Printed Name]