

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Client Name]  
[Client Title]  
[Client Company Name]  
[Address]  
[City, State, Zip Code]

Dear [Client Name],

Subject: Conclusion of Executive Search for [Position Name]

Following the successful appointment of [Placed Candidate Name] as your new [Position Name], we have officially concluded this search assignment. It has been a pleasure working with your team throughout this process.

To ensure we maintain the highest standards of service, we would greatly appreciate your feedback on the search process. Please find a brief survey link below or feel free to provide your comments regarding the following areas:

- Quality and relevance of the candidate shortlist
- Communication and responsiveness of our consultants
- Understanding of your company culture and specific needs
- Efficiency and timeline of the overall process

Your insights are invaluable to us as we strive to improve our executive search methodology.

We will check in with you and [Placed Candidate Name] in [Number] months to ensure a smooth transition. In the meantime, please do not hesitate to reach out if you have any further requirements or questions.

Thank you for your trust and partnership.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]