

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

[City, State, Zip]

Dear [Client Name],

Now that [Candidate Name] has been in the role of [Job Title] for [Number] months, I am writing to conduct a formal post-placement review of our executive search services.

Our goal at [Search Firm Name] is to ensure a seamless integration and long-term fit for both the candidate and your organization. We would greatly appreciate your feedback on the following areas:

- The performance and cultural integration of the candidate to date.
- Your satisfaction with our communication and transparency throughout the search process.
- The quality and relevance of the initial candidate shortlist provided.
- Any areas where we can improve our partnership for future mandates.

Please let me know if you are available for a brief 15-minute call on [Date] at [Time] to discuss these points. Alternatively, you may reply to this email with your comments.

Thank you for your continued trust in our firm. We look forward to hearing how [Candidate Name] is contributing to the success of [Company Name].

Best regards,

[Your Name]

[Your Title]

[Search Firm Name]

[Phone Number]

[Email Address]