

Subject: Feedback Request: [Position Name] Search Completion

Dear [Client Name],

Now that [Candidate Name] has officially joined the team as [Job Title], I would like to formally conclude our engagement for this search.

At [Your Company Name], we are committed to continuous improvement. Your feedback is invaluable in helping us refine our process and ensure we are providing the highest level of service. Would you be willing to share your thoughts on the following areas?

- The quality and relevance of the initial candidate longlist.
- The effectiveness of our communication and reporting throughout the search.
- Your overall impression of the final shortlist and the selected candidate.
- Our understanding of your company culture and specific requirements.
- Any areas where you feel we could improve our partnership in the future.

I am available for a brief 10-minute call later this week if that is more convenient, or feel free to reply directly to this email.

It has been a pleasure working with you and the team at [Client Company Name]. I look forward to hearing how [Candidate Name] settles in and hope we have the opportunity to work together again soon.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]