

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

[Client Name/Hiring Manager Name]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

RE: Placement Success Evaluation - [Candidate Name]

Dear [Client Name],

Now that [Candidate Name] has completed [Number] days in the role of [Job Title], we would like to conduct a brief evaluation of the placement success. Our goal is to ensure the candidate is meeting your expectations and to refine our future search criteria for your team.

Please provide your feedback on the following areas:

1. Performance and Integration:

How would you rate the candidate's technical performance and their integration into the company culture?

2. Accuracy of Job Match:

Did the candidate's skills and experience align with the initial job description provided?

3. Recruitment Process:

How satisfied were you with our communication, speed of delivery, and the quality of the shortlist provided?

4. Additional Comments:

Are there any specific areas where the candidate or our agency could improve?

We value our partnership with [Client Company Name] and look forward to hearing your thoughts. Your feedback is essential for our continuous improvement.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Agency Name]