

[Date]

[Client Name]

[Client Company]

[Client Address]

[City, State, Zip Code]

Dear [Client Contact Name],

Subject: Quality Assessment for Temporary Placement - [Candidate Name]

To ensure that we continue to provide the highest level of service, we would appreciate your feedback regarding the performance of **[Candidate Name]**, who was recently placed as a **[Job Title]** at your organization.

Please take a moment to evaluate the following areas:

- **Punctuality and Attendance:** [Excellent / Satisfactory / Needs Improvement]
- **Technical Skills and Competence:** [Excellent / Satisfactory / Needs Improvement]
- **Communication and Teamwork:** [Excellent / Satisfactory / Needs Improvement]
- **Overall Productivity:** [Excellent / Satisfactory / Needs Improvement]

**Additional Comments:**

[Insert comments here]

Do you feel this candidate is a good fit for your company culture? [Yes / No]

Your feedback is vital to our quality control process. Please return this assessment via email or contact us directly at [Phone Number] if there are any immediate concerns we should address.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]