

[Date]

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

Dear [Client Name],

It is with great pleasure that we conclude the search for the [Position Title] role. We are thrilled that [Candidate Name] has officially accepted the offer and is scheduled to begin on [Start Date].

Please find attached the final invoice for this retained search. This invoice represents the third and final installment of the agreed-upon professional fee, along with any final itemized expenses incurred during the search process.

Invoice Details:

- Invoice Number: [Number]
- Placement: [Candidate Name]
- Final Fee Amount: \$[Amount]
- Due Date: [Date]

We have truly enjoyed partnering with [Company Name] on this critical hire. We are confident that [Candidate Name] will be a significant asset to your leadership team and contribute greatly to your organization's future success.

We will follow up in the coming months to ensure a smooth transition and onboarding process. In the meantime, please let us know if you have any questions regarding this invoice or if we can assist you with any future talent needs.

Thank you for your trust and partnership.

Sincerely,

[Your Name]
[Your Title]
[Search Firm Name]