

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Client Name]
[Client Job Title]
[Client Company Name]
[Client Address]

RE: Successful Placement of [Candidate Name] for [Job Title]

Dear [Client Contact Name],

We are pleased to confirm the successful completion of the executive search for the position of [Job Title]. Following the successful interview process and the signed offer letter, [Candidate Name] is scheduled to begin their role on [Start Date].

In accordance with our Retained Search Agreement dated [Agreement Date], this letter serves as the final invoice for the successful fulfillment of this assignment.

Invoice Details:

- **Invoice Number:** [Invoice #]
- **Total Assignment Fee:** [Total Amount]
- **Retainers Previously Paid:** [Amount Paid to Date]
- **Balance Due (Completion Fee):** [Remaining Amount]

Please find the formal invoice attached to this letter. We kindly request payment within [Number] days via [Payment Method].

It has been a pleasure working with your team on this search. We are confident that [Candidate Name] will make a significant contribution to [Client Company Name], and we look forward to supporting your future recruitment needs.

Sincerely,

[Your Name]
[Your Title]