

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

[Date]

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

Subject: Completion Statement and Final Invoice for Retained Placement - [Candidate Name]

Dear [Client Contact Name],

I am pleased to formally confirm the successful completion of the search assignment for the position of [Job Title]. We are delighted that [Candidate Name] has accepted the offer and is scheduled to begin their role on [Start Date].

As per our Retained Search Agreement dated [Contract Date], this letter serves as the final placement statement. Please find the details of the final installment and total placement fee below:

Description	Amount
Total Placement Fee ([Percentage]% of [Candidate Salary])	[Total Amount]
Less: Retention Retainer (Paid on [Date])	-[Amount]
Less: Shortlist/Progress Payment (Paid on [Date])	-[Amount]
Remaining Balance Due (Final Placement Fee)	[Final Amount Due]

Please find the formal invoice attached (Invoice #[Number]) for the remaining balance of [Final Amount Due]. Payment is requested within [Number] days as per our agreed terms.

It has been a pleasure working with your team on this critical hire. We are confident that [Candidate Name] will be a significant asset to [Client Company Name]. We will follow up in the coming weeks to ensure a smooth onboarding process.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]