

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

[Date]

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

Re: Final Invoice - Retained Search for [Job Title]

Dear [Client Name],

It is with great pleasure that we conclude the executive search for the position of [Job Title]. We are delighted that [Candidate Name] has accepted the offer and is scheduled to begin on [Start Date].

As per our Retained Search Agreement dated [Agreement Date], this letter serves as the formal invoice for the final installment of the recruitment fee. This final milestone payment represents the successful placement and completion of the search process.

**Placement Details:**

- Candidate Name: [Candidate Name]
- Position: [Job Title]
- Annual Base Salary: [Salary Amount]
- Total Search Fee: [Total Fee Amount]
- Previous Installments Paid: [Total of Installment 1 & 2]

**Balance Due: [Final Amount Due]**

Please find the formal invoice attached with detailed payment instructions. We kindly request payment within [Number] days.

Thank you for partnering with [Your Company Name] for this critical hire. We have enjoyed working with your team and look forward to the positive impact [Candidate Name] will bring to your organization.

Sincerely,

[Your Name]  
[Your Title]