

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

[City, State, Zip]

Re: Completion of Search - [Position Title] for [Candidate Name]

Dear [Client Name],

It has been a pleasure working with you and your team on the search for your [Position Title]. We are pleased that [Candidate Name] has officially joined [Company Name] and we look forward to their contributions to your organization.

Enclosed please find our final invoice regarding this assignment. This invoice covers the remaining third of the professional fee, along with any outstanding final expenses incurred during the search process.

As per our agreement, this concludes the formal search engagement. However, we will remain in contact with both you and [Candidate Name] over the coming months to ensure a smooth transition and successful integration.

Thank you for choosing [Search Firm Name] as your partner for this critical hire. We value our relationship and look forward to working with you again in the future.

Sincerely,

[Your Name]

[Your Title]

[Search Firm Name]

Enclosure: Final Invoice