

[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

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

**RE: INVOICE FOR SUCCESSFUL PLACEMENT - [Candidate Name]**

Dear [Client Contact Name],

It has been a pleasure working with your team on your recent recruitment needs. We are pleased to confirm the successful placement of **[Candidate Name]** in the position of **[Job Title]**, with a start date of **[Start Date]**.

Please find attached our final invoice (No. [Invoice Number]) regarding this placement. The fee has been calculated based on our agreed terms of [Percentage]% of the candidate's first-year base salary.

**Placement Summary:**

- Candidate: [Candidate Name]
- Position: [Job Title]
- Annual Salary: \$[Amount]
- Total Fee Due: \$[Amount]

Payment is due by [Due Date] via [Payment Method: Bank Transfer/Check].

We wish [Candidate Name] great success in their new role. We will follow up in a few weeks to see how the onboarding process is progressing. Thank you for choosing [Your Company Name] as your recruitment partner.

Sincerely,

[Your Name]  
[Your Title]  
[Your Phone Number]  
[Your Email]