

[Date]

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

Dear [Client Name],

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

It has been a pleasure working with you and your team on the search for your [Job Title]. We are delighted to confirm that [Candidate Name] has officially accepted the offer and will begin their role on [Start Date].

Enclosed is our final invoice regarding this placement. As per our retained search agreement, this invoice covers the remaining balance of the professional fee based on the candidate's confirmed first-year compensation.

The details are as follows:

- **Total Placement Fee:** [Amount]
- **Less Retainer/Progress Payments Received:** [Amount]
- **Final Balance Due:** [Amount]

Please remit payment by [Due Date] via [Payment Method].

We are confident that [Candidate Name] will be a valuable asset to [Company Name]. Thank you for your trust and partnership throughout this process. We look forward to working with you again in the future.

Best regards,

[Your Name]
[Your Title]
[Your Agency Name]