

Date: [Insert Date]

To: [Recipient Name/Finance Department]

From: [Your Name/Department Name]

Subject: Monthly Financial Statement - Candidate Sourcing - [Insert Month, Year]

Dear [Name],

Please find the monthly financial statement for candidate sourcing activities for the period of [Start Date] to [End Date].

Summary of Sourcing Expenses:

- Job Board Postings (LinkedIn, Indeed, etc.): \$[Amount]
- External Recruitment Agency Fees: \$[Amount]
- Sourcing Software & Tools Subscription: \$[Amount]
- Social Media Advertising: \$[Amount]
- Employee Referral Bonuses Paid: \$[Amount]
- Miscellaneous Expenses: \$[Amount]

Total Sourcing Expenditure: \$[Total Amount]

Performance Overview:

- Total Candidates Sourced: [Number]
- Cost Per Lead/Sourced Candidate: \$[Amount]
- Successful Hires from Sourced Pipeline: [Number]

The attached report provides a detailed breakdown of each line item and the respective return on investment for each sourcing channel used this month.

If you have any questions regarding these figures or require further documentation, please contact me directly.

Best regards,

[Your Signature]

[Your Full Name]

[Your Job Title]