

[Company Name]
[Address Line 1]
[City, State, Zip Code]
[Date]

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

Subject: Monthly Recruitment Process Outsourcing (RPO) Statement - [Month, Year]

Dear [Contact Name],

This letter serves as the official statement for the Recruitment Process Outsourcing services provided to [Client Company Name] for the period of [Start Date] to [End Date].

1. Monthly Activity Summary:

- Total Open Positions: [Number]
- New Requirements Received: [Number]
- Candidates Sourced: [Number]
- Interviews Scheduled: [Number]
- Offers Extended: [Number]
- Placements/Hires Completed: [Number]

2. Financial Summary:

- Fixed Management Fee: \$[Amount]
- Variable Placement Fees: \$[Amount]
- Additional Expenses (Advertising/Background Checks): \$[Amount]
- **Total Amount Due: \$[Total Amount]**

3. Performance Metrics (KPIs):

- Average Time-to-Fill: [Number] Days
- Interview-to-Offer Ratio: [Percentage]%
- Candidate Satisfaction Score: [Score/10]

Please find the attached itemized invoice [Invoice Number] for detailed billing information. Payment is due by [Due Date] as per our service agreement.

If you have any questions regarding this statement or require further recruitment data, please contact your Account Manager at [Phone Number] or [Email].

Sincerely,

[Your Name]

[Your Title]

[RPO Company Name]