Staffing agency follow-up email to client

Send the first follow-up four to five business days after an introduction email or call, and within 24 hours after a meeting. After that, space touches about a week apart and stop after four or five attempts without a reply.

AFTER A FIRST CALL

Subject: Next steps on your [Job Title] hiring

Hi [First Name],

Thanks for the time on [Day]. My notes, so we're working from the same page:

- [Number] [Job Title] openings at [Site or City], target start [Date]
- Pay range discussed: [Pay Range]
- Must-haves: [two or three requirements, e.g. forklift certification, weekend availability]

If that's right, I can have [Number] screened candidates to you by [Date]. All I need is a signed copy of our terms and a contact for interview scheduling.

Should I send the paperwork to you or to [Other Contact]?

[Your Name]
[Title], [Agency Name]
[Phone Number]
[Agency Address]

NO REPLY TO INTRODUCTION

Subject: Re: [Original Subject Line]

Hi [First Name],

Following up on my note last week about your [Job Title] roles in [City].

One thing that may help either way: we're seeing local offers for this role land at [Pay Range], and candidates with [skill] are taking the first offer they get, usually within [Number] days. If your postings have been open a while, pay or speed is the likely cause.

Happy to share what we're seeing in a 10-minute call. If staffing partners aren't on your list right now, just say so and I'll check back next quarter.

[Your Name]
[Title], [Agency Name]
[Phone Number]
[Agency Address]

AFTER A PROPOSAL OR LOST QUOTE

Subject: Your [Job Title] search: a quick question

Hi [First Name],

I understand you went another direction on the [Job Title] roles. Thanks for considering us.

One question, if you have a moment: was it rate, speed or something else? Your answer genuinely helps us get better.

If the current plan stalls or volume grows, we can usually turn around candidates for [role type] within [Number] business days. I'll leave it there for now.

[Your Name]
[Title], [Agency Name]
[Phone Number]
[Agency Address]

QUIET EXISTING CLIENT

Subject: Planning for [Season or Quarter] at [Client Company]

Hi [First Name],

It's been [Number] months since we last worked on a role together, and [Season or Quarter] is when [Client Company] usually picks up hiring for [Department].

If you're expecting volume, now is a good time to line up candidates so they're ready to start when you need them. I can have a shortlist for [Job Title] ready within [Number] days of a go-ahead.

Are you planning any hiring in the next 60 days?

[Your Name]
[Title], [Agency Name]
[Phone Number]

SUBJECT LINE IDEAS

- Re: [Original Subject Line]
- Next steps on your [Job Title] hiring
- Local pay data for [Job Title] in [City]
- Still hiring [Job Title] at [Site]?
- Planning for [Season or Quarter] at [Client Company]
- Available this week: [Job Title] with [Key Skill]

• Closing the loop on [Job Title]

SMS / WHATSAPP VERSION

Hi [First Name], [Your Name] from [Agency Name]. Following up on your [Job Title] openings. I can have screened candidates to you by [Date]. Want me to send profiles? Reply STOP to opt out.

Placeholders to replace: [First Name], [Job Title], [Site or City], [City], [Pay Range], [Number], [Date], [Day], [Original Subject Line], [Other Contact], [Client Company], [Season or Quarter], [Department], [Key Skill], [Your Name], [Title], [Agency Name], [Phone Number], [Agency Address]