

Mutual Goals Setting for Employment Agency Collaboration

Date: [Insert Date]

To,

[Agency Name]
[Agency Address]
[City, State, Zip Code]

Dear [Agency Contact Name],

I hope this message finds you well. As we continue to explore our partnership in the realm of employment services, I would like to propose a meeting to discuss and set mutual goals that will guide our collaboration.

Some suggested goals to consider include:

- Increase candidate placements by [percentage] over the next [time frame].
- Enhance communication and feedback loops between our teams to streamline candidate support.
- Develop specialized training programs for candidates in [specific industry].
- Host joint networking events to expand our reach and visibility.

Please let me know your availability for a meeting, and I look forward to our continued collaboration.

Best regards,

[Your Name]
[Your Job Title]
[Your Company Name]
[Your Phone Number]
[Your Email Address]