

Subject: Temp-to-Perm Conversion Submittal: [Candidate Name] for [Job Title]

Dear [Client Name],

Following your request to explore a temp-to-perm conversion for the [Job Title] position, I am pleased to formally submit [Candidate Name] for your consideration.

As discussed, [Candidate Name] has expressed strong interest in transitioning into a permanent role with [Company Name]. Below are the candidate's details and the proposed conversion terms:

- **Candidate Name:** [Candidate Name]
- **Current Role:** [Temp Job Title]
- **Current Hourly Rate:** [Rate]
- **Proposed Permanent Salary:** [Salary Amount]
- **Earliest Conversion Date:** [Date]
- **Current Placement Tenure:** [Number of Months/Weeks]

I have attached [Candidate Name]'s updated resume and most recent performance feedback for your review. Please let me know your availability to discuss the next steps in the conversion process, including any required interviews or background check updates.

I look forward to hearing from you.

Best regards,

[Your Name]

[Your Title]

[Your Agency Name]