

[Date]

[Hiring Manager Name]

[Client Company Name]

[Company Address]

RE: Temp-to-Perm Conversion Submittal - [Candidate Name]

Dear [Hiring Manager Name],

As [Candidate Name] approaches the completion of their current contract term on [Contract End Date], I am pleased to formally submit them for permanent conversion to the role of [Job Title].

Throughout their tenure as a contract employee, [Candidate Name] has consistently demonstrated high performance, specifically in the areas of [Skill/Achievement 1] and [Skill/Achievement 2]. Their seamless integration into the [Department Name] team and their understanding of your internal processes make them an ideal long-term asset for [Client Company Name].

Attached are the following documents for your review:

- Updated Resume
- Performance Evaluation Summary
- Proposed Permanent Compensation and Start Date

Please let me know your availability this week to discuss the conversion terms and the final steps of the hiring process. We look forward to facilitating this transition.

Sincerely,

[Your Name]

[Your Title]

[Staffing Agency Name]

[Phone Number]

[Email Address]