

**To:** [Hiring Manager Name]

**From:** [Your Name/Agency Name]

**Date:** [Date]

**Subject:** Early Temp-to-Perm Conversion Proposal: [Candidate Name]

Dear [Hiring Manager Name],

I am writing to formally submit **[Candidate Name]** for the **[Job Title]** position. While this role was originally structured as a temporary-to-permanent contract, [Candidate Name]'s exceptional performance and immediate impact during their initial period justify a request for early conversion to your permanent payroll.

Since starting on [Start Date], the candidate has achieved the following:

- [Key Achievement 1]
- [Key Achievement 2]
- [Key Achievement 3]

Given their seamless integration into the team culture and their technical proficiency, we believe moving directly to a permanent offer at this stage will ensure long-term retention and allow them to take on greater responsibilities immediately.

Attached is their updated profile and the proposed terms for the permanent conversion. Please let us know your availability to discuss the transition steps and the adjusted buyout or conversion fee.

Best regards,

[Your Name]

[Your Title]

[Your Phone Number]

[Your Email]