

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

Dear [Hiring Manager Name],

I am pleased to submit [**Candidate Name**] for the [**Job Title**] position. As we discussed, this candidate is being presented for a negotiated temp-to-perm conversion arrangement.

Candidate Overview:

- **Current Status:** Available to start [Date/Notice Period]
- **Relevant Experience:** [Number] years in [Industry/Field]
- **Key Skills:** [Skill 1], [Skill 2], [Skill 3]

Proposed Terms:

- **Hourly Bill Rate (Temp Phase):** \$[Amount]
- **Conversion Period:** [Number of hours/months] prior to permanent hire
- **Target Salary (Perm Phase):** \$[Amount]
- **Conversion Fee:** [Percentage or Fixed Amount, if applicable]

Candidate Highlights:

[Insert 2-3 sentences regarding why the candidate is a strong fit for the specific company culture and technical requirements].

Please let me know your availability for an initial interview. I have attached the candidate's resume for your review.

Best regards,

[Your Name]

[Your Title]

[Your Agency Name]

[Your Phone Number]