

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

Dear [Hiring Manager Name],

I am pleased to formally submit [Candidate Name] for the [Job Title] position under our temp-to-perm conversion program.

As discussed, the candidate will begin with a probationary period of [Number] days. This period will allow your team to evaluate their performance, cultural fit, and technical skills within your specific environment before the final transition to permanent employment.

Candidate Overview:

- **Candidate Name:** [Candidate Name]
- **Proposed Start Date:** [Date]
- **Probationary Period End Date:** [Date]
- **Conversion Salary:** [Amount]

Attached you will find the candidate's updated resume and the signed temporary assignment agreement. Please let us know your availability to finalize the onboarding process.

We look forward to your feedback.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]