

Date: [Date]

To: [Hiring Manager Name]

[Company Name]

[Address]

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

Dear [Hiring Manager Name],

I am pleased to submit [Candidate Name] for the [Job Title] position currently open for temp-to-perm conversion. Having successfully completed a preliminary screening, I believe [Candidate Name] possesses the specific skills and experience required to transition into a permanent role within your team.

Candidate Overview:

- Current Status: [Current Contract Status/Length of Assignment]
- Key Skills: [Skill 1], [Skill 2], [Skill 3]
- Relevant Experience: [Briefly mention 1-2 highlights]
- Availability for Interview: [Dates/Times]

Conversion Terms:

As per our agreement, the conversion will be subject to the following terms:

- Contract Hours Completed: [Number of hours]
- Proposed Permanent Start Date: [Date]
- Agreed Conversion Fee: [Amount/Percentage, if applicable]

Attached you will find the candidate's updated resume and performance notes from their current assignment. Please let me know your availability to schedule a formal interview or to discuss the next steps in the conversion process.

Sincerely,

[Your Name]

[Your Title]

[Your Agency/Company Name]

[Phone Number]

[Email Address]