

Date: [Date]

To: [Hiring Manager Name]

[Department Name]

[Company Name]

Subject: Candidate Submittal for Temp-to-Perm Conversion - [Batch Number/Job Role]

Dear [Hiring Manager Name],

I am pleased to submit the following candidates for permanent conversion within the [Department Name] team. These individuals have successfully completed their temporary evaluation period and have met the performance benchmarks required for full-time employment.

Candidate List:

- [Candidate Name 1] - [Current Temp Title] - [Start Date]
- [Candidate Name 2] - [Current Temp Title] - [Start Date]
- [Candidate Name 3] - [Current Temp Title] - [Start Date]
- [Candidate Name 4] - [Current Temp Title] - [Start Date]

Conversion Details:

- Proposed Permanent Start Date: [Date]
- Proposed Salary/Rate: [Amount]
- Status: Full-Time / Benefits Eligible

Attached to this email, you will find the updated resumes and performance review summaries for each candidate. Please confirm your approval for these conversions so we may proceed with the formal offer letters and onboarding updates.

Thank you for your partnership in building the team.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]