

[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Client Name]  
[Client Company Name]  
[Client Address]  
[City, State, Zip Code]

**RE: Modification of Temporary-to-Permanent Conversion Fees**

Dear [Contact Person Name],

This letter serves as an official amendment to the original staffing agreement dated [Original Agreement Date] between [Your Company Name] and [Client Company Name].

Effective as of [Effective Date], we are modifying the fee structure regarding the conversion of temporary personnel to permanent employees. The revised conversion fee schedule is as follows:

- **0 to 30 days of assignment:** [Percentage]% of the employee's first-year annual salary.
- **31 to 90 days of assignment:** [Percentage]% of the employee's first-year annual salary.
- **91 to 180 days of assignment:** [Percentage]% of the employee's first-year annual salary.
- **Over 180 days of assignment:** [Reduced Fee or No Fee].

All other terms and conditions of the original agreement remain in full force and effect. Please sign and return a copy of this letter to acknowledge your acceptance of these modified terms.

Sincerely,

[Your Name]  
[Your Title]

**Acknowledged and Agreed:**

\_\_\_\_\_  
[Client Authorized Representative Signature]

\_\_\_\_\_  
[Date]