

[Date]

[Client Name]
[Client Job Title]
[Company Name]
[Company Address]

Dear [Client Name],

Subject: Confirmation of Verbal Agreement - Temp-to-Perm Terms of Business

I am writing to formally confirm the terms we discussed verbally on [Date] regarding the temp-to-perm conversion process for [Candidate Name] (or future temporary staff placed with your company).

As agreed, the following terms will apply should you choose to offer [Candidate Name] a permanent position:

- **Minimum Temporary Period:** The candidate must complete [Number] weeks/hours of continuous temporary assignment before a conversion can take place.
- **Conversion Fee:** If the candidate is taken onto your permanent payroll before the minimum period is met, a fee of [Percentage]% of the candidate's first-year starting salary will be invoiced.
- **Notice Period:** [Number] days' notice must be provided to our agency prior to the permanent start date.
- **Fee Waiver:** The conversion fee will be waived if the candidate completes the full [Number] week temporary period as specified above.

Please find our full Terms of Business attached for your records. Unless we hear otherwise by [Date], we will proceed on the basis that these terms are accepted as per our conversation.

We look forward to continuing our partnership.

Yours sincerely,

[Your Name]
[Your Title]
[Agency Name]