

[Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Postcode]

[Date]

[Recipient Name]
[Recipient Title]
[Client Company Name]
[Address Line 1]
[City, State, Postcode]

Subject: Notice of Reinstatement of Standard Fees for Contractor Conversions

Dear [Recipient Name],

I am writing to formally notify you that effective [Date], [Your Agency Name] will be reinstating our standard fee structure for the conversion of temporary contractors to permanent employees, as outlined in our signed Terms of Business.

As you are aware, we previously agreed to a temporary [discount/waiver] regarding these fees for the period of [Start Date] to [End Date]. Following the conclusion of this promotional period, all future conversions of contractors introduced or supplied by our agency will be subject to the standard permanent placement fee of [Percentage]% of the candidate's first-year annual remuneration.

The standard terms will apply to:

- Any current contractor offered a permanent role after the effective date.
- Any former contractor engaged by your company within the restricted period defined in our Terms of Business.

We value our ongoing partnership and remain committed to providing you with high-quality talent. If you wish to discuss any upcoming conversions currently in progress, please contact me directly before [Date].

Thank you for your continued business.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]