

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

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

**Re: Acknowledgment of Intent for Permanent Hire - [Candidate Name]**

Dear [Client Contact Name],

This letter serves as formal acknowledgment of your intent to transition [Candidate Name] from their current temporary assignment to a full-time, permanent position with [Client Company Name].

We are pleased to hear that [Candidate Name] has been a successful fit for your team. According to our records, the anticipated transition date will be [Proposed Start Date].

To finalize this process, please find the details regarding the conversion below:

- **Candidate Name:** [Candidate Name]
- **Original Start Date:** [Date]
- **Total Hours Completed:** [Number]
- **Applicable Conversion Fee:** [Amount or "Waived per Agreement"]

We will begin the necessary off-boarding paperwork on our end to ensure a smooth transition. Please let us know if there are any changes to the start date or if you require any additional documentation from our office.

Thank you for your continued partnership. We look forward to supporting your future staffing needs.

Sincerely,

[Your Name]  
[Your Title]  
[Your Phone Number]  
[Your Email]