

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

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

RE: Unauthorized Permanent Engagement of [Worker Name]

Dear [Recipient Name],

It has come to our attention that [Worker Name], who was originally assigned to your company as a temporary worker through [Your Agency Name], has been engaged by your organization on a permanent basis starting on [Start Date].

According to our records and the signed Service Agreement dated [Date of Agreement], specifically section [Section Number regarding Conversion/Direct Hire Fees], the permanent hiring of any temporary worker introduced by our agency is subject to a placement fee.

As this transition occurred without prior notification or the completion of the required temp-to-hire period, we are issuing this formal notice to address the outstanding conversion fee. Based on our agreement, the fee due is [Amount/Percentage of Salary].

Please find the attached invoice for this amount. We request that payment be made by [Due Date] to settle this account.

We value our partnership and look forward to resolving this matter promptly. Please contact me directly at [Your Phone Number] if you wish to discuss this further.

Sincerely,

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