

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

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

**Subject: Clarification of Conversion Fees for Fixed-Term to Permanent Employment**

Dear [Client Contact Name],

Following our recent discussion regarding the potential transition of [Candidate Name] from a fixed-term contract to a permanent position, I am writing to clarify the applicable fee structure for this conversion.

As per our standard Terms of Business, the conversion fee is calculated based on the following criteria:

- **Permanent Placement Fee:** [Percentage]% of the candidate's total first-year annual remuneration.
- **Contract Credit (if applicable):** [Describe if any portion of the fixed-term fees already paid will be offset against the final permanent fee].
- **Net Conversion Fee Payable:** \$[Amount] plus applicable taxes.

This fee covers the successful transfer of the candidate to your permanent payroll and the conclusion of our contractual obligations for this specific placement. The fee will become due upon the candidate's official start date as a permanent employee.

Please review these details and confirm your agreement by signing below or issuing a formal purchase order. If you have any questions regarding these figures, please contact me directly.

We look forward to seeing [Candidate Name] continue their success within your organization on a permanent basis.

Sincerely,

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

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**Acknowledgment of Terms:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_