

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

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

Subject: Clarification of Temp-to-Perm Conversion Fees

Dear [Client Contact Name],

Following our recent discussion regarding the potential permanent hiring of [Candidate Name], I am writing to clarify the "Temp-to-Perm" conversion fees as outlined in our signed Standard Terms of Business dated [Date of Agreement].

As per Clause [Insert Clause Number] of our agreement, a transfer fee is applicable should you choose to engage a temporary worker on a permanent basis. Below is a breakdown of how this fee is calculated based on our standard terms:

- **Candidate Name:** [Candidate Name]
- **Temporary Assignment Start Date:** [Start Date]
- **Agreed Permanent Salary:** [Amount]
- **Conversion Fee Percentage:** [Percentage]%
- **Total Conversion Fee Due:** [Total Amount]

Please note that according to our terms, the following conditions apply:

1. The fee is payable if the candidate is offered a permanent role within [Number] months of their last day of assignment.
2. As an alternative to the fee, you may choose an "Extended Hire Period" of [Number] weeks, during which the candidate remains on our payroll before transferring to yours at no additional cost.

We are delighted that [Candidate Name] has been a great fit for your team. Please let us know by [Date] if you wish to proceed with the direct invoice or if you would prefer to utilize the extended hire period option.

If you have any questions regarding these terms, please do not hesitate to contact me directly.

Sincerely,

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