

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

[Client Name]
[Client Company]
[Client Address]

RE: Sliding Scale Fees for Early Temp-to-Perm Conversion

Dear [Client Contact Name],

As per our service agreement, this letter outlines the sliding scale fee structure regarding the early conversion of a temporary employee to a permanent full-time position within your organization.

Should you choose to hire a temporary associate prior to the completion of the standard [Number of Hours] hour trial period, a conversion fee will apply based on the remaining hours in the contract. The fee schedule is as follows:

- **0 - 160 Hours Worked:** [Percentage]% of the candidate's first-year annual salary.
- **161 - 320 Hours Worked:** [Percentage]% of the candidate's first-year annual salary.
- **321 - 480 Hours Worked:** [Percentage]% of the candidate's first-year annual salary.
- **Over 480 Hours Worked:** [Percentage]% or No Conversion Fee.

Please note that the conversion process begins once we receive formal written notification of your intent to hire. At that time, we will calculate the final invoice based on the schedule above and the associate's total hours logged to date.

If you have any questions regarding these terms, please contact your account manager directly.

Sincerely,

[Your Name]
[Your Title]
[Your Agency Name]