

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

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

Dear [Client Contact Name],

Re: Invoice for Permanent Placement Conversion - [Candidate Name]

We are writing to formally congratulate you on the permanent hiring of [Candidate Name], effective [Start Date]. We are pleased that they have been a successful fit for your team during their temporary assignment.

Please find enclosed Invoice #[Invoice Number] for the standard temp-to-perm conversion fee, as outlined in our original service agreement. This fee is calculated based on [mention basis, e.g., the agreed percentage of the candidate's starting annual salary].

The payment is due by [Due Date] via [Payment Method].

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

Sincerely,

[Your Name]
[Your Title]