

Subject: Discounted Conversion Fee for [Candidate Name]

Dear [Client Contact Name],

As [Candidate Name] has successfully completed a long-term temporary assignment with [Client Company Name] for a period of [Number] months, we are pleased to offer a discounted conversion fee should you wish to transition them to a permanent position.

In recognition of the length of the assignment and our ongoing partnership, we have adjusted the standard placement fee as follows:

- **Standard Conversion Fee:** [Amount/Percentage]
- **Discounted Conversion Fee:** [Amount/Percentage]
- **Total Savings:** [Amount]

This offer is valid until [Date]. All other terms and conditions of our initial service agreement remain in effect.

If you would like to proceed with the permanent hire of [Candidate Name], please sign below or contact us to finalize the paperwork.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]

Accepted By: _____

Date: _____