

[Company Letterhead/Header]

[Date]

[Client Contact Name]

[Client Company Name]

[Client Address]

**RE: Notice of Transfer Fee and Reaffirmation of Terms of Business**

Dear [Client Contact Name],

It has come to our attention that [Candidate Name], who was originally introduced to [Client Company Name] by [Your Agency Name] for a temporary assignment, has recently been hired by your organization on a permanent basis starting [Start Date].

As we were not formally notified of this transition prior to the appointment, we are writing to reaffirm the Terms of Business signed and agreed upon on [Date Terms Signed].

According to Section [Number] of our agreement regarding "Temp-to-Perm" transitions, a transfer fee is applicable when a temporary worker introduced by our agency is engaged directly by the client. Based on the agreed terms, the following invoice has been generated:

- **Candidate Name:** [Candidate Name]
- **Permanent Start Date:** [Start Date]
- **Agreed Transfer Fee/Percentage:** [Amount/Percentage]
- **Total Amount Due:** [Total Amount]

Attached is Invoice #[Invoice Number] for your records. We request that payment be made within [Number] days as per our standard credit terms.

We are pleased that [Candidate Name] has proven to be a valuable asset to your team. We look forward to continuing our partnership and assisting with your future recruitment needs.

Should you have any questions regarding this matter or wish to discuss the details of the transfer, please contact me directly at [Phone Number] or [Email Address].

Yours sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Your Agency Name]