

[Date]

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

Re: Confirmation of Contract-to-Hire Terms for [Candidate Name]

Dear [Client Contact Name],

This letter serves to confirm the agreed-upon terms and conditions for the contract-to-hire placement of [Candidate Name] for the position of [Job Title], effective [Start Date].

### 1. Contract Period Terms:

- **Hourly Bill Rate:** \$[Amount] per hour.
- **Overtime Rate:** \$[Amount] per hour (if applicable).
- **Minimum Contract Duration:** [Number] months/hours before eligibility for permanent hire without additional fees.

### 2. Conversion Terms:

Upon completion of the contract period mentioned above, [Company Name] may elect to hire the candidate as a full-time employee. The following conversion schedule applies:

- **Conversion after [Number] months:** No additional fee.
- **Early Conversion (before [Number] months):** A prorated fee of [Percentage]% of the candidate's first-year annual salary.

### 3. Responsibilities:

During the contract period, [Staffing Agency Name] will remain the employer of record, responsible for all payroll taxes, workers' compensation, and statutory benefits. [Client Company Name] will provide daily supervision and direction.

### 4. Invoicing and Payment:

Invoices will be submitted [Weekly/Bi-weekly] and are payable within [Number] days of receipt.

Please acknowledge your agreement to these terms by signing below and returning a copy to our office.

Sincerely,

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

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**Accepted and Agreed:**

Signature: \_\_\_\_\_

Name: [Client Authorized Signatory]

Date: \_\_\_\_\_