

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Confirmation of Contract-to-Permanent Placement

Dear [Candidate Name],

We are pleased to confirm your placement with [Client Company Name] for the position of [Job Title]. This is a contract-to-permanent assignment scheduled to begin on [Start Date].

Assignment Details:

- **Client Supervisor:** [Supervisor Name]
- **Work Location:** [Work Address/Remote]
- **Contract Hourly Rate:** \$[Amount] per hour
- **Contract Duration:** [Number of Months/Weeks] evaluation period
- **Schedule:** [Days and Hours]

Transition to Permanent Status:

The intent of this assignment is for you to transition into a full-time, permanent role with [Client Company Name] following the successful completion of the contract period. This transition is contingent upon your performance, attendance, and the ongoing business needs of the client.

Upon conversion to permanent status, you will be eligible for [Client Company Name]'s standard benefits package, and your compensation will be adjusted to a [Salary/Hourly] rate of \$[Amount].

Please review, sign, and return the enclosed employment documents by [Deadline Date]. If you have any questions regarding this placement or the conversion process, please contact me directly at [Phone Number] or [Email Address].

We look forward to your success in this new role.

Sincerely,

[Your Name]

[Your Title]

[Agency/Company Name]