

**Date:** [Insert Date]

**To:** [Contact Name]

[Agency Name]

[Agency Address]

**Subject:** Acknowledgment of Agency Placement Conversion - [Candidate Name]

Dear [Contact Name],

This letter serves as formal acknowledgment and notification that [Company Name] intends to convert [Candidate Name] from their current temporary assignment through [Agency Name] to a regular, full-time employee status.

The details regarding this conversion are as follows:

- **Effective Date of Conversion:** [Insert Date]
- **Final Day of Agency Payroll:** [Insert Date]
- **Position Title:** [Insert Job Title]

As per our signed agreement dated [Insert Date of Original Contract], we acknowledge that this conversion is subject to the following terms:

[Select one option and delete the other]

- The required hourly threshold of [Number] hours has been successfully completed.
- A conversion fee of [Amount] will be paid to [Agency Name] as per the agreed-upon schedule.

We appreciate the quality of service provided by [Agency Name] and the assistance in placing [Candidate Name] with our team. Please send the final invoice for services rendered up to the effective date, including any applicable conversion fees, to our accounts payable department.

Should you have any questions regarding this transition, please contact [Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company Name]