

[Current Date]

[Candidate First Name] [Candidate Last Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Confirmation of Permanent Employment Conversion

Dear [Candidate First Name],

We are pleased to formally confirm the conversion of your employment status from [Current Status, e.g., Contract/Probationary] to a full-time Permanent position with [Company Name], effective [Effective Date].

Since joining us, your contributions have been highly valued, and we are excited to have you as a permanent member of our team. Your position title will remain [Job Title], reporting to [Manager Name].

As a permanent employee, you are now eligible for the following updated terms and benefits:

- **Salary:** Your annual base salary will be [Amount], payable in accordance with the company's standard payroll cycle.
- **Benefits:** You will be eligible for [List benefits, e.g., Health Insurance, 401k, Paid Time Off], subject to the terms of the company policy.
- **Work Schedule:** Your standard working hours will be [Hours per week/Schedule].

Please review the attached updated employment agreement. To formally accept this offer, please sign and return a copy of the agreement by [Deadline Date].

Congratulations on your transition. We look forward to your continued success with [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]