

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Confirmation of Permanent Placement

Dear [Candidate Name],

We are pleased to formally confirm your transition from your temporary assignment to a permanent position as [Job Title] with [Company Name], effective [Start Date].

Your performance during the transition period has been exceptional, and we are excited to have you join our team as a full-time employee. Below are the finalized details of your permanent employment:

- **Position:** [Job Title]
- **Department:** [Department Name]
- **Reporting Manager:** [Manager Name]
- **Annual Salary:** [Amount]
- **Benefits Eligibility Date:** [Date]

Please review the attached formal offer letter and employment agreement. To accept this permanent placement, please sign and return the documents by [Deadline Date].

If you have any questions regarding your benefits, payroll transition, or company policies, please contact the HR department at [Phone Number/Email].

Congratulations on your new role. We look forward to your continued contributions to the success of [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]