

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

RE: Temp-to-Perm Conversion Fee Agreement - [Candidate Name]

Dear [Client Contact Name],

This letter serves to confirm the agreement regarding the permanent hire of [Candidate Name], who is currently providing services to [Client Company Name] as a temporary employee through [Your Agency Name].

1. Conversion Terms

The candidate's last day of temporary assignment will be [Last Temp Date]. The candidate will begin full-time permanent employment with [Client Company Name] on [Start Date].

2. Conversion Fee

In accordance with our initial service agreement, the fee for this conversion is calculated as follows:

- Annual Salary: \$[Amount]
- Fee Percentage: [Percentage]%
- **Total Conversion Fee Due: \$[Amount]**

3. Credit for Hours Worked (Optional)

[Select one: No credit applies / A credit of \$[Amount] has been applied based on the [Number] hours already completed during the temporary assignment.]

4. Payment Terms

An invoice for the total amount will be issued on the candidate's start date. Payment is due within [Number] days of the invoice date.

5. Guarantee Period

The standard [Number]-day guarantee period for permanent placements will apply starting from the permanent hire date.

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

Sincerely,

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

Agreed and Accepted By:

Signature: _____

Name: [Client Representative Name]

Date: _____