

[Company Letterhead/Logo]

[Date]

[Client Contact Name]  
[Client Company Name]  
[Client Address]  
[City, State, Zip Code]

**RE: Confirmation of Permanent Placement Conversion - [Candidate Name]**

Dear [Client Contact Name],

This letter serves as formal confirmation regarding the conversion of **[Candidate Name]** from a contract/temporary assignment to a full-time permanent employee of **[Client Company Name]**, effective **[Effective Date]**.

As per the terms outlined in our original Staffing Agreement dated [Date of Agreement], a conversion buyout fee is applicable for this placement. Please find the details of the buyout transaction below:

- **Candidate Name:** [Candidate Name]
- **Hire Date:** [Full-Time Start Date]
- **Agreed Conversion Fee:** \$[Amount]
- **Invoice Number:** [Invoice #]
- **Payment Due Date:** [Date]

Upon receipt of the buyout fee, [Your Agency Name] waives all further claims to recruitment fees for this specific placement. We wish [Candidate Name] great success in their new permanent role with your organization.

Please find the attached invoice for your records. If you have any questions regarding this transition or require additional documentation, please contact our billing department at [Phone Number] or [Email].

We appreciate your continued partnership and look forward to assisting with your future staffing needs.

Sincerely,

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