

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Commitment to Permanent Employment Transition

Dear [Employee Name],

This letter serves as a formal guarantee regarding your transition from your current temporary assignment to a permanent position with [Company Name].

Based on your performance and the business needs of the [Department Name] department, we are pleased to confirm that you will be transitioned to a full-time, permanent role as [Job Title], effective [Transition Date].

Upon this transition, your employment terms will include:

- **Salary/Wage:** [Amount] per [Hour/Year]
- **Benefits Eligibility:** [List key benefits, e.g., Health Insurance, 401k, Paid Time Off]
- **Reporting Manager:** [Manager Name]

This guarantee is contingent upon the continued satisfactory performance of your duties and the completion of [List any requirements, e.g., standard background checks or probationary periods] prior to the transition date.

We are excited to have you join our team permanently and look forward to your continued contributions to [Company Name].

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]

[Company Name]