

[Agency Name]
[Agency Address]
[City, State, Zip Code]
[Date]

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

RE: Notification of Permanent Employment Conversion

Dear [Client Contact Name],

This letter serves as formal notification and confirmation regarding the permanent hire of [Candidate Full Name], who was originally placed at [Client Company Name] as a temporary associate through [Agency Name].

As per our discussions, we understand that [Candidate Full Name] has accepted an offer for a permanent position with your organization, effective [Start Date].

Pursuant to the terms of our signed Service Agreement, a placement fee is applicable for this conversion. Please find the details below:

- **Candidate Name:** [Candidate Full Name]
- **Permanent Start Date:** [Start Date]
- **Agreed Conversion Fee:** [Amount/Percentage]

An invoice for the conversion fee will be sent under separate cover. Please ensure payment is processed according to our standard payment terms.

We are delighted that [Candidate Full Name] has proven to be a successful match for your team. We look forward to continuing our partnership and assisting with your future recruitment needs.

Sincerely,

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