

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Confirmation of Permanent Employment Offer

Dear [Candidate Name],

On behalf of [Client Company Name], we are pleased to formally confirm your transition from your temporary assignment to a full-time permanent position as [Job Title], effective [Start Date].

As discussed, your permanent employment terms are as follows:

- **Annual Salary/Hourly Rate:** [Amount]
- **Reporting Manager:** [Manager Name]
- **Work Location:** [Location/Department]
- **Benefits Eligibility:** [Date or "Per company policy"]

Your tenure during your temporary assignment [will/will not] be credited toward your benefits eligibility and seniority, as per company policy.

Please find the formal employment agreement and tax documentation attached. We request that you sign and return these documents by [Deadline Date] to complete your conversion.

We have enjoyed having you as part of the team during your temporary tenure and look forward to your continued success in this permanent role.

Sincerely,

[Your Name]

[Your Title]

[Company/Agency Name]