

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Subject: Temp-to-Perm Conversion Billing Terms Agreement

Dear [Client Contact Name],

This letter serves to outline the agreed-upon billing terms regarding the conversion of [Candidate Name] from a temporary contractor to a full-time permanent employee of [Client Company Name].

The conversion is scheduled to take place on [Conversion Date]. As per our agreement, the following financial terms apply:

- **Conversion Fee:** [Amount or Percentage of First Year Salary]
- **Calculated Salary Base:** [Annual Base Salary]
- **Payment Due Date:** [Number of Days] days from the conversion date.

By signing below, [Client Company Name] agrees to pay the aforementioned fee to [Agency Name] in exchange for the permanent placement of the candidate. This agreement supersedes any previous temporary staffing hourly rate agreements for this specific individual.

Upon receipt of the signed document, we will issue a final invoice for the conversion fee.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

Accepted and Agreed:

Signature: _____

Printed Name: _____

Date: _____