

[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

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

**RE: Confirmation of Temp-to-Perm Conversion and Placement Fee Invoice**

Dear [Client Contact Name],

This letter serves to formally confirm the permanent hire of [Employee Name] for the position of [Job Title], effective [Conversion Date]. We are pleased that [Employee Name] has been a successful match for your team during the initial temporary period.

As per our original staffing agreement, a placement fee is due upon the conversion of a temporary employee to a permanent staff member. Please find the details of the placement fee below:

- **Employee Name:** [Employee Name]
- **Placement Fee Amount:** \$[Amount]
- **Invoice Number:** [Invoice #]
- **Payment Due Date:** [Date]

Attached to this letter is the formal invoice for your records. Please process the payment via [Payment Method: check/ACH/wire transfer] by the due date mentioned above.

Thank you for choosing [Your Company Name] for your staffing needs. We look forward to continuing our partnership and assisting you with future recruitment requirements.

Sincerely,

[Your Name]  
[Your Title]