

[Date]

[Contractor Name]

[Address Line 1]

[Address Line 2]

Subject: Approval of Conversion to Permanent Employment

Dear [Contractor Name],

We are pleased to inform you that your transition from a temporary contractor position to a full-time permanent position at [Company Name] has been officially approved, effective [Start Date].

Your new role will be [Job Title] within the [Department Name] department, reporting to [Manager Name].

Below are the terms of your permanent employment:

- **Annual Salary:** \$[Amount]
- **Work Schedule:** [Hours per week/Shift details]
- **Benefits:** You are now eligible for [List key benefits, e.g., Health Insurance, 401k, Paid Time Off], subject to the terms of the company policy.

Please find the formal employment contract attached. We ask that you review, sign, and return the document by [Deadline Date] to finalize the conversion process.

We appreciate the contributions you have made during your time as a contractor and look forward to your continued success as a permanent member of our team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]