

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

Subject: Congratulatory Note and Conversion Fee Invoice for [Employee Name]

Dear [Client Contact Name],

Congratulations on the permanent hiring of [Employee Name]! We are thrilled that they have become a valuable addition to your team following their temporary placement period.

It has been a pleasure assisting with your staffing needs, and we are confident that [Employee Name] will continue to contribute to your company's success in their new permanent role.

Please find the attached invoice [Invoice Number] regarding the temporary-to-permanent conversion fee, as per our signed service agreement.

Placement Details:

- Employee Name: [Employee Name]
- Permanent Start Date: [Date]
- Conversion Fee Amount: \$[Amount]
- Payment Due Date: [Date]

If you have any questions regarding this invoice or require further recruitment assistance, please do not hesitate to contact me directly at [Your Phone Number].

We look forward to our continued partnership.

Best regards,

[Your Name]
[Your Title]
[Your Company Name]