

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

[Date]

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

RE: Conversion Fee Invoice - [Employee Name]

Dear [Client Contact Name],

This letter serves as a formal invoice regarding the permanent hire of [Employee Name], who was previously assigned to [Client Company Name] on a temporary basis through [Your Company Name].

As per our contractual agreement dated [Contract Date], a conversion fee is applicable when a temporary employee is transitioned to a permanent position. Below are the details regarding this transaction:

- **Employee Name:** [Employee Name]
- **Permanent Start Date:** [Date]
- **Annual Salary:** [Amount]
- **Agreed Conversion Fee Percentage:** [Percentage]%
- **Total Conversion Fee Due:** [Total Amount]

Please find the formal invoice (Invoice #[Number]) attached to this letter. We kindly request that payment be made within [Number] days of receipt, as per our standard payment terms.

We are pleased to see [Employee Name] join your team permanently and appreciate your continued partnership. Should you have any questions regarding this invoice or require further documentation, please do not hesitate to contact our billing department.

Sincerely,

[Your Name]
[Your Title]