

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

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

RE: INVOICE FOR TEMPORARY TO PERMANENT CONVERSION FEE

Dear [Client Contact Name],

This letter serves as a formal invoice for the conversion fee regarding the permanent hire of [Employee Name].

As per our signed agreement dated [Contract Date], a conversion fee is applicable when a temporary employee provided by [Your Company Name] is transitioned to a permanent position within your organization.

Invoice Details:

- Employee Name: [Employee Name]
- Permanent Start Date: [Date]
- Agreed Conversion Fee: [Amount]
- Invoice Number: [Number]

Please note that according to the "Immediate Payment" terms of our conversion policy, this invoice is **due upon receipt**. Prompt payment ensures the finalization of the employment transfer records.

Please remit payment via [Check/Wire Transfer/Online Portal]. Our banking details are as follows:

[Insert Bank Name/Account Details here]

Thank you for your continued partnership and for choosing our talent. We wish [Employee Name] great success in their new permanent role with your team.

Sincerely,

[Your Name]
[Your Title]
[Phone Number]
[Email Address]