

[Sender Name]
[Agency Name]
[Address Line 1]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient Name]
[Client Company Name]
[Address Line 1]
[City, State, Zip Code]

RE: Conversion Fee for [Candidate Name]

Dear [Recipient Name],

Following the successful completion of the probationary period for [Candidate Name], we are pleased to confirm their transition from temporary status to a permanent position with [Client Company Name], effective [Effective Date].

As per our signed Recruitment Services Agreement dated [Contract Date], a conversion fee is now due. This fee is calculated based on the agreed percentage of the candidate's first-year annual salary.

Please find the invoice details below:

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

Attached is Invoice #[Invoice Number] for your records. Please ensure payment is made within [Number] days via [Payment Method].

We have enjoyed supporting your team during this placement and look forward to assisting with your future hiring needs.

Sincerely,

[Signature]
[Sender Name]
[Job Title]