

[Company Letterhead / Logo]

[Date]

[Client Contact Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

RE: INVOICE FOR TEMPORARY TO PERMANENT CONVERSION FEE

Dear [Client Contact Name],

This letter and the attached invoice are in reference to the permanent hiring of [Employee Name], who began their permanent employment with [Client Company Name] on [Effective Date].

According to our signed staffing agreement dated [Date of Original Contract], a conversion fee is due when a temporary associate is transitioned to your direct payroll. The calculation for this fee is as follows:

- **Candidate Name:** [Employee Name]
- **Permanent Start Date:** [Date]
- **Annual Starting Salary:** \$[Amount]
- **Agreed Fee Percentage:** [Percentage]%
- **Total Conversion Fee:** \$[Amount]

Please find Invoice #[Number] attached for the total amount of \$[Amount]. Payment is due by [Due Date] per our standard payment terms.

We have enjoyed providing you with staffing services and wish [Employee Name] great success in their new permanent role with your team.

If you have any questions regarding this invoice, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Staffing Agency Name]