

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

[Date]

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

Subject: INVOICE FOR PERMANENT PLACEMENT BUYOUT - [Candidate Name]

Dear [Client Contact Name],

This letter serves as a formal invoice for the permanent placement buyout of **[Candidate Name]**, effective as of **[Conversion Date]**.

In accordance with our signed agreement dated [Agreement Date], the buyout fee has been calculated based on the transition of the aforementioned candidate from a contract/temporary status to a permanent employee of [Client Company Name].

Invoice Details:

- **Candidate Name:** [Candidate Name]
- **Position:** [Job Title]
- **Annual Salary:** [Amount]
- **Buyout Fee Percentage:** [Percentage]%
- **Total Buyout Amount Due:** [Total Amount]

Please remit payment within [Number] days of the date of this letter. Payment can be made via [Check/Wire Transfer/ACH].

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

Should you have any questions regarding this invoice, please contact our billing department at [Phone Number].

Sincerely,

[Your Name]
[Your Title]
[Agency Name]