

[Sender Name]
[Sender Company]
[Address Line 1]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

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

Subject: Invoice for Contractor Absorption / Buyout Fee - [Contractor Name]

Dear [Recipient Name],

This letter serves as a formal invoice for the contractor absorption fee regarding the permanent hiring of [Contractor Name].

As per the agreement signed on [Agreement Date], a buyout fee is applicable when a contractor is transitioned from a contract-to-hire status to a full-time employee of [Recipient Company] prior to the completion of the agreed-upon hours.

Invoice Details:

- **Contractor Name:** [Contractor Name]
- **Conversion Date:** [Date of Permanent Hire]
- **Buyout Fee Amount:** \$[Amount]
- **Invoice Number:** [Number]
- **Due Date:** [Date]

Please remit payment via [Check/ACH/Wire Transfer] using the following details:

[Bank Name]
[Account Number]
[Routing Number]

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

If you have any questions regarding this invoice, please contact [Name] at [Phone Number].

Sincerely,

[Signature]
[Typed Name]
[Title]