

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

[Date]

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

RE: INVOICE FOR DIRECT HIRE BUYOUT FEE - [Employee Name]

Dear [Client Contact Name],

This letter serves as a formal invoice for the direct hire contract buyout fee regarding [Employee Name], following their transition from a contract role to a permanent position with [Client Company Name].

As per the terms of our Professional Services Agreement dated [Contract Start Date], the buyout fee is calculated based on the following:

- **Employee Name:** [Employee Name]
- **Conversion Date:** [Date of Permanent Hire]
- **Agreed Buyout Percentage/Flat Fee:** [Percentage/Amount]
- **Total Buyout Amount Due:** \$[Amount]

Please find the payment details below:

- **Invoice Number:** [Invoice #]
- **Due Date:** [Date]
- **Payment Methods:** [Check/ACH/Wire Transfer]

We have enjoyed providing staffing support for your team and wish [Employee Name] continued success in their new permanent role with your organization.

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

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]