

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

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

RE: INVOICE FOR EMPLOYEE CONVERSION / CONTRACT BUYOUT

Dear [Contact Person Name],

This letter serves as a formal invoice for the conversion of [Employee Name] from a contract position to a full-time permanent position with [Client Company], effective [Conversion Date].

As per the terms of the Professional Services Agreement dated [Contract Date], the buyout fee is calculated as follows:

- **Employee Name:** [Employee Name]
- **Original Contract Start Date:** [Start Date]
- **Conversion Fee Percentage:** [Percentage]% of first-year salary
- **Total Buyout Amount Due:** \$[Amount]

Please find the attached formal invoice #[Invoice Number] for your records. Payment is due within [Number] days of the receipt of this letter.

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

Please let us know if you have any questions regarding this billing.

Sincerely,

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