

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

[Date]

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

RE: Invoice for Contract Buyout Fee - [Candidate Name]

Dear [Contact Name],

This letter serves as a formal invoice for the contract buyout fee regarding [Candidate Name], who has been offered and has accepted a permanent position with [Client Company], effective [Start Date].

In accordance with the agreement signed on [Date of Original Contract], a buyout fee is applicable when a contracted employee is transitioned to your direct payroll before the end of the initial assignment period.

Invoice Details:

- **Candidate Name:** [Candidate Name]
- **Original Contract End Date:** [Date]
- **Permanent Hire Date:** [Date]
- **Agreed Buyout Fee:** \$[Amount]

Please find the total amount due of \$[Amount]. We request that payment be made within [Number] days of the date of this letter.

Payment can be made via [Check/Wire Transfer/Online Portal].

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

Sincerely,

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