

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

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

RE: INVOICE FOR CONTRACTOR BUYOUT FEE - [Contractor Name]

Dear [Client Contact Name],

Please find this letter and the attached invoice regarding the permanent hire of [Contractor Name].

As per our Master Service Agreement dated [Date of Agreement], a buyout fee is applicable when a retained contractor is transitioned to a direct permanent position within your organization. This fee covers the transfer of the professional relationship and the conclusion of the contractor's assignment through our agency.

Fee Summary:

- Contractor Name: [Contractor Name]
- Permanent Hire Start Date: [Date]
- Agreed Buyout Percentage/Flat Fee: [Percentage/Amount]
- Total Buyout Amount Due: \$[Amount]

Please remit payment by [Due Date] via [Payment Method: e.g., Wire Transfer/Check].

We have enjoyed providing you with talent solutions and wish [Contractor Name] great success in their new permanent role with your team. If you have any questions regarding this invoice, please contact our billing department at [Phone Number] or [Email].

Sincerely,

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