

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

[Recipient Name]
[Recipient Job Title]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

RE: INVOICE FOR CONTRACT BUYOUT - [Candidate Name]

Dear [Recipient Name],

Please find this letter and the attached invoice regarding the contract buyout for **[Candidate Name]**. As per our signed Talent Acquisition Agreement dated [Agreement Date], [Client Company Name] has elected to convert the aforementioned candidate from a contract role to a full-time permanent position, effective [Conversion Date].

According to the terms of our agreement, the buyout fee is calculated as follows:

- **Candidate Name:** [Candidate Name]
- **Original Contract Start Date:** [Start Date]
- **Total Contract Hours Completed:** [Number of Hours]
- **Agreed Buyout Percentage/Fee:** [Percentage or Flat Fee Amount]
- **Total Buyout Amount Due:** \$[Amount]

The total amount of **\$[Amount]** is due by [Due Date]. Please remit payment via [Check/ACH/Wire Transfer] using the details provided on the attached invoice.

Upon receipt of payment, all contractual obligations regarding the placement of this candidate will be considered fulfilled. We have enjoyed working with [Candidate Name] and are pleased to see them join your team permanently.

Should you have any questions regarding this invoice, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]