

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

Date: [Date]

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

RE: INVOICE FOR TEMPORARY TO PERMANENT CONVERSION FEE

Dear [Contact Name],

This letter serves as a formal invoice for the conversion fee regarding the permanent hire of [Employee Name].

As per our staffing agreement dated [Agreement Date], a buyout fee is applicable when a temporary employee is transitioned to a permanent position within your organization. [Employee Name] began their permanent role with [Client Company Name] on [Start Date].

Invoice Details:

- **Invoice Number:** [Invoice #]
- **Employee Name:** [Employee Name]
- **Placement Type:** Temporary to Permanent Conversion
- **Conversion Fee:** \$[Amount]
- **Due Date:** [Date]

Please make payment via [Accepted Payment Methods: Check, Wire Transfer, etc.]. If paying by check, please make it payable to [Company Name] and include the invoice number on the memo line.

Thank you for your continued partnership. If you have any questions regarding this invoice, please contact our billing department at [Phone Number/Email].

Sincerely,

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