

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

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Conversion to Permanent Employment Status

Dear [Employee Name],

Your fixed-term employment contract is currently scheduled to end on [Current Contract End Date]. Following a review of your performance and our operational requirements, we are pleased to offer you a conversion to a permanent position as [Job Title], effective [Effective Date].

All other terms and conditions of your employment will remain the same as outlined in your original agreement, with the exception of the following updates:

- **Employment Status:** Permanent / Full-Time
- **Probationary Period:** [Mention if applicable, or state "Completed"]
- **Benefits:** [List any new benefits applicable to permanent staff]

Please review this letter and the attached updated contract. To accept this offer, please sign and return a copy of this letter by [Deadline Date].

We value your contributions to the team and look forward to your continued success with [Company Name].

Sincerely,

[Signature]

[Name of Manager/HR Representative]
[Title]

Employee Acceptance:

I accept the offer of permanent employment under the terms described above.

Signature: _____ Date: _____