

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

[Date]

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

Subject: Conversion to Permanent Employment

Dear [Employee Name],

We are pleased to inform you that following the successful completion of your fixed-term contract, [Company Name] would like to offer you a permanent position as [Job Title], effective [Start Date].

Your transition to permanent status reflects your valuable contributions to the team. Most of your current terms and conditions of employment will remain the same; however, you will now be eligible for the following benefits associated with permanent employment:

- [Benefit 1, e.g., Enrollment in the company pension scheme]
- [Benefit 2, e.g., Increased annual leave entitlement]
- [Benefit 3, e.g., Private health insurance]

Your new salary will be [Amount] per [Year/Month]. Your continuous service date will remain [Original Start Date].

Please find attached your new permanent employment contract. To accept this offer, please sign and return a copy of the contract by [Deadline Date].

We look forward to your continued success with us.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]