

[Date]

[Recipient Name]
[Recipient Job Title]
[Company Name]

Subject: Recommendation for Full-Time Conversion - [Contractor Name]

Dear [Recipient Name],

I am writing to formally recommend that [Contractor Name] be converted from an independent contractor to a full-time employee at [Company Name]. Having supervised [Contractor Name] for the past [Number] months in their role as [Contractor Title], I have seen firsthand the significant value they bring to our team.

Since joining us on a contract basis, [Contractor Name] has consistently delivered high-quality work and demonstrated a deep understanding of our processes. Their key contributions include:

- [Key Achievement 1]
- [Key Achievement 2]
- [Key Achievement 3]

Beyond their technical skills, [Contractor Name] has integrated seamlessly into our office culture. They exhibit a strong work ethic, reliability, and a proactive approach to problem-solving that aligns perfectly with our company goals. Converting them to a permanent position will ensure the continuity of our current projects and allow us to utilize their expertise on a long-term basis.

I am confident that [Contractor Name] will continue to be an asset to the organization as a full-time staff member. I strongly support this conversion and am available to discuss this recommendation further at your convenience.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]