

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

Subject: Recommendation for Permanent Appointment - [Contractor Name]

Dear [Recipient Name],

I am writing to formally recommend that [Contractor Name] be transitioned from their current temporary contract role to a full-time permanent position as [Job Title] within the [Department Name] department.

[Contractor Name] joined us on [Start Date] as a contractor. During this time, they have demonstrated exceptional technical skills and a strong work ethic. Their contributions have been instrumental in the success of [Project Name or Task], where they consistently met deadlines and exceeded performance expectations.

Beyond their technical capabilities, [Contractor Name] has integrated seamlessly into our company culture. They have built positive working relationships with the team and have shown a deep understanding of our internal processes and goals. Transitioning them to a permanent role will ensure continuity for our upcoming projects and eliminate the need for further recruitment and training costs.

I have discussed this potential transition with [Contractor Name], and they have expressed a strong interest in joining our staff permanently. I am confident that they will continue to be a valuable asset to [Company Name].

I strongly recommend the approval of this transition. Please let me know the next steps required to finalize this appointment.

Sincerely,

[Your Name]

[Your Title]

[Your Department]