

[Date]

[Hiring Manager Name]

[Department]

[Company Name]

Subject: Recommendation for Direct Hire Transition - [Contractor Name]

Dear [Hiring Manager Name],

I am writing to formally recommend that [Contractor Name] be transitioned from their current role as an independent contractor to a full-time direct hire position as a [Job Title].

Since joining us on a contract basis on [Start Date], [Contractor Name] has consistently demonstrated exceptional technical skills and a strong commitment to our team's objectives. During their tenure, they have successfully delivered on several key projects, including [Project A] and [Project B], which have directly contributed to [Specific Result or Benefit].

Beyond their technical proficiency, [Contractor Name] has seamlessly integrated into our company culture. They possess a deep understanding of our internal workflows and have established productive relationships with stakeholders across [Department Name]. Their transition to a permanent role would eliminate the risks associated with turnover and ensure the continued momentum of our current initiatives.

In their time with us, they have shown:

- [Skill/Quality 1, e.g., Expert proficiency in software development]
- [Skill/Quality 2, e.g., Proactive problem-solving and reliability]
- [Skill/Quality 3, e.g., Strong communication and collaboration]

I am confident that [Contractor Name] will be a long-term asset to [Company Name]. I strongly support their conversion to a permanent employee and am available to discuss their performance in further detail at your convenience.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]