

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

**Subject: Recommendation for Long-Term Retainment and Permanent Transition -  
[Contractor Name]**

Dear [Recipient Name],

I am writing to formally recommend that [Contractor Name] be retained for a long-term engagement or transitioned into a permanent full-time role within [Department/Company Name]. Having supervised [Contractor Name] for the past [Number] months/years in their capacity as [Job Title], I have seen firsthand the significant value they bring to our operations.

Throughout their tenure, [Contractor Name] has consistently delivered high-quality work, specifically in the areas of [Key Skill 1], [Key Skill 2], and [Key Skill 3]. They have successfully managed [Specific Project or Responsibility], resulting in [Positive Outcome/Metric].

Beyond their technical proficiency, [Contractor Name] has integrated seamlessly into our team culture. They possess a deep understanding of our internal processes and long-term goals, which minimizes the overhead typically associated with external contractors. Their reliability and initiative make them a critical asset for our upcoming [Project Name or Quarter] objectives.

I am confident that transitioning [Contractor Name] to a permanent position will ensure institutional stability and provide a high return on investment for the company. I am available to discuss their performance and this recommendation in further detail at your convenience.

Best regards,

[Your Name]

[Your Title]

[Your Department]