

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

Subject: Transition from Executive Contractor to Permanent Leadership Role

Dear [Recipient Name],

I am writing to formally accept the offer to transition from my current role as Executive Contractor to the permanent position of [Job Title] at [Company Name], effective [Start Date].

Having served as a contractor for the past [Number] months, I have gained valuable insight into our strategic goals and organizational culture. I am eager to transition into a permanent leadership capacity to provide long-term stability and drive the continued success of the [Department Name] team.

During this transition period, I will ensure that all outstanding contractual obligations are finalized and that my focus shifts entirely to the permanent responsibilities outlined in my new agreement. My immediate priorities will include [Priority 1], [Priority 2], and [Priority 3].

I look forward to this next chapter and to contributing to the company's growth as a formal member of the executive team.

Sincerely,

[Your Name]

[Your Future Title]

[Phone Number]

[Email Address]