

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

Subject: Offer of Permanent Employment

Following the successful completion of your fixed-term contract as [Job Title], we are pleased to offer you a permanent position with [Company Name], effective [Start Date].

Below are the updated terms of your employment:

- **Position:** [Job Title]
- **Reporting Manager:** [Manager Name/Title]
- **Status:** Full-time, Permanent
- **Salary:** \$[Amount] per [Year/Month]
- **Benefits:** You will now be eligible for the company's full benefits package, including [List key benefits, e.g., Health Insurance, Retirement Plan, Paid Time Off].

Your original start date of [Original Hire Date] will be recognized for the purposes of calculating continuous service and seniority-based benefits.

All other company policies and procedures as outlined in the Employee Handbook will continue to apply. Please review the attached formal employment agreement for more detailed information.

To accept this offer, please sign and return this letter by [Deadline Date].

We are excited to have you as a permanent member of our team and look forward to your continued contributions to [Company Name].

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Acceptance:

I, [Employee Name], accept the offer of permanent employment as outlined above.

Signature: _____

Date: _____