**TEMP TO PERMS**

Dear CLIENT-NAME

I am writing to bring to your attention the hiring of CANDIDATENAME.

The candidate was introduced by MYCOMPANYNAME to CLIENT-NAME as a temporary member of staff/contractor on DATE-OF-INTRODUCTION.

I understand that CANDIDATENAME has now been employed directly by CLIENT-NAME.

Under the terms of business that are in effect (see clause X of the attached terms) a fee of X is now due, please see the invoice attached.

Taking on a new staff member can be a complicated process, and advising the recruitment agency of the engagement can be overlooked. We are happy to assume that this case was an oversight and we look forward to working with you again in future.

Sincerely,

Your Name