

Contract Role Conversion Confirmation

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to confirm your conversion from a contract role to a permanent position at [Company Name]. This decision reflects our appreciation of your contributions and our belief in your potential.

Position Details

Your new title will be [New Job Title], and you will report to [Supervisor's Name]. Your start date as a permanent employee will be [Start Date].

Compensation and Benefits

Your salary will be adjusted to [New Salary], and you will be eligible for [describe benefits, e.g., health insurance, retirement plans].

We look forward to your continued success at [Company Name]. If you have any questions, please feel free to reach out to [Contact Person's Name].

Congratulations on this transition!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]