

Subject: Discussion on Conversion of Contract Role for Enhanced Job Security

Dear [Employee's Name],

I hope this message finds you well. I wanted to take the opportunity to discuss your current contract role and the potential for conversion to a permanent position within our organization. As you are aware, having a permanent role can significantly enhance job security and provide additional benefits.

We value the contributions you have made during your time with us, and we believe that transitioning to a permanent position could be mutually beneficial. I would like to schedule a meeting to discuss this matter further and address any questions or concerns you might have.

Please let me know your availability for a meeting this week. I look forward to our conversation.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]