

# Contract Role Conversion Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the possibility of converting my current contract role as [Your Position] to a permanent employment status.

Having enjoyed my time in this role and contributed to [mention any significant contributions or projects], I believe that a transition to permanent employment would benefit both myself and the team in continuing to advance our goals and objectives.

I would appreciate the opportunity to discuss this further and explore potential pathways for this conversion. Thank you for considering my request.

Looking forward to your response.

Warm regards,

[Your Name]