

# Contract Role Conversion Recommendation

**Date:** [Insert Date]

**To:** [Manager's Name]

**From:** [Your Name]

**Subject:** Recommendation for Contract Role Conversion

Dear [Manager's Name],

I am writing to recommend the conversion of [Employee's Name] from a contract role to a permanent position within our team. Since joining us on [Insert Start Date], [Employee's Name] has demonstrated exceptional skills in [specific skills or contributions] that greatly benefit our team's objectives.

In their time with us, [Employee's Name] has successfully [insert specific contributions or projects]. Their ability to [insert specific relevant qualities or skills] has enhanced our team's effectiveness and morale.

I firmly believe that converting [Employee's Name] to a permanent role will not only recognize their hard work and commitment but also solidify their contributions and foster continued growth within our team.

Thank you for considering this recommendation. I am confident that this conversion will be mutually beneficial. Please let me know if you would like to discuss this matter further.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]