

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Conversion to Permanent Employment

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request the conversion of my current contract role as [Your Job Title] into a permanent position within [Company Name]. Over the course of my tenure, I have gained valuable experience and have contributed to multiple projects, including [mention specific projects or contributions].

Given my commitment and the skills I have developed, I believe that transitioning to a permanent employee would be mutually beneficial. I am eager to continue my growth with [Company Name] and to contribute even more significantly to the team's success.

Thank you for considering my request. I am looking forward to your positive response.

Sincerely,

[Your Name]