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### Template Letter 2

Response to Request for Permanent Employment Status – Acceptance

Date

**PRIVATE & CONFIDENTIAL**

**(to be opened by addressee only)**

Dear …………………

## REQUEST FOR PERMANENT EMPLOYMENT STATUS

I refer to your recent request to have your temporary employment converted to permanent status.

You are currently engaged under the terms of a fixed term contract for the purposes of xxxxx. This contract is due to expire on (date specified in contract).

Having considered the reason for your current employment being on a fixed term basis and the future business needs of the service, I can confirm that your employment will change to permanent status with effect from …………

You will be issued with a revised Statement of Particulars to reflect the change in your contractual status in due course.

Yours sincerely