**Contract to Permanent Position Letter Example –**

**Your First Name Last Name**

Name of The Street

City Name, State Name - Zip Code

Phone Number

youremail@email.com

Date of Sending The Letter

**First Name Last Name - of the concerned person**

Post of The Person

name of The Organization

Address Line 1

City Name, State Name - Zip Code

Dear Mr. / Ms. Last Name,

As you know, I have been working on a contract for the XYZ Company throughout the previous two years. I am exceptionally keen on the permanent sales position that was, as of late, documented on the organization site.

Before moving to town the previous summer, I worked in marketing for - Name of The Organization, where I was in charge of advanced, print, and web-based life for the partnership. In a job fundamentally the same as the posted position, I performed statistical surveying, examination, and answers to evaluate our projects' accomplishments.

Working at XYZ has been fulfilling, both professionally and by and by, and I would welcome the chance to end up a permanent worker. My experience and the responsibility I have appeared as a temporary worker make me an incredible contender for the vacant position.

I have appended my resume for your survey and thought.

On the off chance that I can give any additional details & information if you don't mind telling me.

Best Regards,

First Name Last Name