

Date: [Insert Date]

[Contractor Name]
[Contractor Address]
[City, State, Zip Code]

Re: Letter of Engagement for Independent Contractor Services

Dear [Contractor Name],

This letter confirms the agreement between [Company Name] ("the Company") and [Contractor Name] ("the Contractor") for the provision of professional services.

1. Services to be Performed:

The Contractor agrees to perform the following services: [Detailed description of tasks or project scope].

2. Term of Engagement:

The engagement will commence on [Start Date] and will continue until [End Date or "completion of the project"], unless terminated earlier by either party with [Number] days' written notice.

3. Compensation:

The Company shall pay the Contractor [Amount] per [Hour/Project/Month]. Payment will be made within [Number] days of receipt of a valid invoice.

4. Independent Contractor Status:

The Contractor is an independent contractor and not an employee of the Company. The Contractor is responsible for all taxes, insurance, and professional expenses. The Contractor shall not be entitled to any Company benefits.

5. Confidentiality:

The Contractor agrees to keep all proprietary information and trade secrets of the Company strictly confidential during and after the term of this engagement.

6. Work Product Ownership:

All work produced by the Contractor under this agreement shall be considered "work for hire" and shall remain the sole property of the Company.

7. Governing Law:

This agreement shall be governed by the laws of [State/Country].

Please sign below to indicate your acceptance of these terms.

Sincerely,

[Name of Company Representative]
[Title]
[Company Name]

Accepted and Agreed:

Signature: _____

Date: _____