

[Date]

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

**RE: Independent Contractor Agreement**

Dear [Contractor Name],

This letter confirms the agreement between [Company Name] ("the Company") and [Contractor Name] ("the Contractor") regarding the services to be provided as an independent contractor.

- 1. Services:** The Contractor agrees to perform the following services: [Detailed description of tasks or project].
- 2. Compensation:** The Company shall pay the Contractor [Amount] per [Hour/Project/Month]. Payment will be made within [Number] days of receiving an invoice.
- 3. Term:** This agreement begins on [Start Date] and will continue until [End Date or "completion of the project"], unless terminated earlier by either party with [Number] days' notice.
- 4. Relationship:** The Contractor is an independent contractor, not an employee. The Contractor is responsible for all taxes, insurance, and professional expenses. The Company will not provide employee benefits.
- 5. Confidentiality:** The Contractor agrees to keep all proprietary company information confidential and will not disclose it to third parties.
- 6. Ownership:** All work product created by the Contractor during this engagement shall be the sole property of the Company.

Please sign below to indicate your acceptance of these terms.

Sincerely,

[Authorized Signature]  
[Name and Title]  
[Company Name]

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**Accepted and Agreed:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_