

[Company Name]  
[Company Address]  
[Date]

[Candidate Name]  
[Candidate Address]

**Subject: Offer of Fixed-Term Contract Placement**

Dear [Candidate Name],

We are pleased to offer you a fixed-term contract for the position of [Job Title] at [Company Name]. This is a fully remote position.

**1. Contract Duration**

Your contract will commence on [Start Date] and is scheduled to end on [End Date], unless terminated earlier in accordance with the terms of your agreement.

**2. Remote Work Arrangement**

This role is performed remotely. You are responsible for maintaining a secure and professional home office environment with a reliable internet connection. Your primary point of contact will be [Manager Name/Department].

**3. Compensation**

Your compensation for this placement will be [Amount] per [Hour/Month/Year], payable on a [Weekly/Monthly] basis via [Payment Method].

**4. Hours of Work**

You are expected to work [Number] hours per week. Your core working hours will be [Time Zone/Specific Hours].

**5. Equipment and Expenses**

[Select one: The company will provide the necessary hardware / You are expected to use your own equipment]. Any business-related expenses must be pre-approved in writing.

**6. Confidentiality**

As a remote contractor, you agree to adhere to all company data protection and confidentiality policies to ensure the security of company information.

This offer is contingent upon [Background Checks/Reference Checks/Signed NDA].

To accept this offer, please sign and return this letter by [Expiration Date].

Sincerely,

[Sender Name]  
[Sender Title]

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**Acceptance**

I, [Candidate Name], accept the fixed-term remote contract offer as outlined above.

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

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