

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Offer for Interim Executive Services

Dear [Candidate Name],

On behalf of [Company Name] (the "Company"), I am pleased to offer you an engagement as an Independent Contractor in the role of Interim [Job Title, e.g., CFO].

1. Term of Engagement

Your engagement is scheduled to begin on [Start Date] and is expected to continue until [End Date] or until the permanent position is filled, unless terminated earlier by either party.

2. Services and Duties

As an Interim Executive, you will report to [Manager Name/Title] and perform the duties typical of the [Job Title] role, including [Key Responsibility 1] and [Key Responsibility 2].

3. Compensation

The Company will pay you a daily/hourly rate of \$[Amount] for services rendered. Invoices should be submitted [Weekly/Monthly] and will be paid within [Number] days of receipt.

4. Independent Contractor Status

You will perform these services as an independent contractor. You are not an employee of the Company and are not eligible for company-sponsored benefits. You are responsible for all applicable taxes and insurance.

5. Expenses

The Company will reimburse you for reasonable, pre-approved business expenses incurred in connection with the services provided, subject to the submission of valid receipts.

6. Confidentiality and Non-Disclosure

During this engagement, you will have access to confidential information. By signing this letter, you agree to maintain the strict confidentiality of all proprietary company information.

7. Termination

Either party may terminate this agreement at any time, for any reason, by providing [Number] days' written notice.

Please indicate your acceptance of this offer by signing and returning this letter by [Deadline Date].

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Acceptance:

I accept the offer of engagement as an Interim Executive under the terms described above.

Signature: _____ Date: _____