

[Date]

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

Subject: Offer for Fixed-Term Independent Contractor Placement

Dear [Contractor Name],

We are pleased to offer you a fixed-term engagement as an Independent Contractor with [Company Name] ("the Company"). This letter outlines the terms and conditions of your placement.

- 1. Services:** You will be engaged to perform the following services: [Brief Description of Project/Role].
- 2. Term:** This engagement will commence on [Start Date] and is expected to conclude on [End Date], unless terminated earlier in accordance with the terms of the Independent Contractor Agreement.
- 3. Compensation:** The Company shall pay you a fee of \$[Amount] per [Hour/Day/Month/Project] for services rendered. Payments will be made [Weekly/Bi-weekly/Monthly] upon receipt of a valid invoice.
- 4. Independent Contractor Status:** You are engaged as an independent contractor. Nothing in this letter shall be construed to create an employer-employee relationship. You are responsible for your own taxes, insurance, and benefits.
- 5. Confidentiality:** You agree to maintain the confidentiality of all proprietary information accessed during this term.
- 6. Agreement:** This offer is subject to the signing of our standard Independent Contractor Agreement, which contains detailed terms regarding intellectual property, termination, and liability.

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

Sincerely,

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

Acceptance:

I accept the terms of this fixed-term placement as outlined above.

[Contractor Signature]

[Date]