

[Date]

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

Subject: Offer for IT Independent Contractor Engagement

Dear [Contractor Name],

We are pleased to offer you an engagement as an Independent Contractor for [Company Name] in the role of [Job Title/Project Role]. This letter outlines the terms and conditions of your placement.

1. Services and Scope of Work

You will be responsible for providing the following services: [Brief description of IT services/project deliverables].

2. Term of Engagement

This project is scheduled to begin on [Start Date] and is expected to conclude on [End Date/Project Completion], unless terminated earlier in accordance with the formal Independent Contractor Agreement.

3. Compensation

For the services rendered, you will be compensated at a rate of \$[Amount] per [Hour/Day/Project]. Payments will be made on a [Weekly/Bi-weekly/Monthly] basis upon receipt of an itemized invoice.

4. Independent Contractor Status

It is understood that you are an independent contractor and not an employee of [Company Name]. You are responsible for your own equipment, taxes, insurance, and professional certifications.

5. Confidentiality and Intellectual Property

As part of this engagement, you will be required to sign a Non-Disclosure Agreement (NDA). All work product developed during this term shall be considered "work made for hire" and shall be the sole property of [Company Name].

6. Next Steps

Please review this offer and, if acceptable, sign below. Following your acceptance, we will provide a formal Independent Contractor Agreement for your signature.

This offer is valid until [Expiration Date].

Sincerely,

[Sender Name]
[Title]
[Company Name]

Acceptance

I accept the terms of this placement offer as outlined above.

Signature: _____ Date: _____