

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

[Date]

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

Re: Offer for Part-Time Independent Contractor Placement

Dear [Contractor Name],

We are pleased to offer you a part-time placement as an Independent Contractor at [Company Name]. This letter outlines the terms of our agreement for your professional services.

1. Services to be Performed: You will be responsible for [Brief description of project or duties].

2. Term: This engagement will begin on [Start Date] and is expected to continue until [End Date or "until project completion"].

3. Schedule: As an independent contractor, you have the flexibility to determine your own hours; however, we anticipate a commitment of approximately [Number] hours per week to meet project deadlines.

4. Compensation: The company will pay you a rate of \$[Amount] per [Hour/Project]. Payments will be made on a [Weekly/Bi-weekly/Monthly] basis upon receipt of a valid invoice.

5. Relationship of Parties: You are an independent contractor and not an employee of [Company Name]. You are responsible for all taxes, insurance, and social security contributions. You are not eligible for any company employee benefits.

6. Confidentiality: You agree to maintain the confidentiality of all proprietary information and trade secrets obtained during your placement.

7. Termination: Either party may terminate this agreement at any time with [Number] days' written notice.

Please sign below to indicate your acceptance of this offer.

Sincerely,

[Sender Name]
[Sender Title]

Acceptance:

Signature: _____

Date: _____