

Date: [Date]

Contractor Name: [Contractor Name]

Address: [Contractor Address]

Subject: Offer for Remote Independent Contractor Placement

Dear [Contractor Name],

We are pleased to offer you a placement as an Independent Contractor with [Company Name]. This letter outlines the terms of your engagement.

1. Services to be Performed:

You will provide the following services: [Brief description of project/role].

2. Remote Work Arrangement:

This is a fully remote position. You are responsible for providing your own computer equipment, high-speed internet access, and a suitable workspace.

3. Term of Engagement:

The engagement will begin on [Start Date] and is expected to continue until [End Date/Completion of Project], unless terminated earlier in accordance with the formal Independent Contractor Agreement.

4. Compensation:

The company will pay you [Amount] per [Hour/Project/Month]. Payments will be made [Bi-weekly/Monthly] upon receipt of an itemized invoice.

5. Independent Contractor Status:

You understand that you are an independent contractor and not an employee of [Company Name]. You are responsible for all taxes, insurance, and professional expenses. You are not eligible for company benefits.

6. Confidentiality:

During your placement, you may have access to proprietary information. You agree to keep all company data and trade secrets strictly confidential.

This offer is contingent upon the signing of a formal Independent Contractor Agreement and [List any other contingencies, e.g., background check].

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

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Acceptance:

I accept the terms of this placement as outlined above.

Signature: _____ Date: _____