

[Date]

[Contractor Name]

[Address]

[City, State, Zip Code]

Subject: Offer for Independent Contractor Placement (Retainer-Based)

Dear [Contractor Name],

On behalf of [Company Name], I am pleased to offer you an engagement as an Independent Contractor. This letter outlines the terms of our professional relationship.

1. Services: You will be responsible for providing the following services: [Brief Description of Services/Project].

2. Retainer and Compensation: In consideration for your availability and the performance of services, [Company Name] agrees to pay you a monthly retainer fee of \$[Amount]. This retainer covers up to [Number] hours of work per month. Any hours worked in excess of this amount must be pre-approved in writing and will be billed at a rate of \$[Rate] per hour.

3. Payment Terms: The retainer is payable on the [Day, e.g., 1st] of each month. Invoices for overage hours should be submitted by the [Day] of the following month and will be paid within [Number] days of receipt.

4. Relationship: This is an Independent Contractor relationship. You are not an employee of [Company Name]. You are responsible for your own taxes, insurance, and equipment. You are not eligible for company benefits.

5. Term and Termination: This agreement will begin on [Start Date] and continue until [End Date] or until terminated by either party. Either party may terminate this agreement with [Number] days' written notice.

6. Confidentiality: You agree to keep all proprietary company information confidential during and after your placement.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acceptance:

I, [Contractor Name], accept the terms of this Independent Contractor placement.

Signature: _____ Date: _____