

[Date]

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

Subject: Offer of Independent Contractor Engagement

Dear [Contractor Name],

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

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

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

3. Compensation: The Company will pay you a fee of \$[Amount] per [Hour/Project/Month]. Payment will be made within [Number] days of receipt of a valid invoice.

4. Relationship: Your relationship with the Company will be that of an independent contractor. Nothing in this letter shall be construed to create an employer-employee relationship. You are responsible for all taxes, insurance, and benefits.

5. Confidentiality: During this engagement, you may have access to proprietary information. You agree to keep all Company information confidential.

6. Formal Agreement: This offer is contingent upon the execution of a formal Independent Contractor Agreement, which will contain detailed terms regarding intellectual property, indemnification, and termination.

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

Sincerely,

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

Acceptance:

I accept the terms of this engagement as outlined above.

[Contractor Signature]

[Date]