

[Date]

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

Subject: Offer for Temporary Independent Contractor Assignment

Dear [Contractor Name],

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

1. Services and Scope of Work

You will be responsible for performing the following services: [Brief Description of Project/Tasks].

2. Term of Assignment

This assignment is scheduled to begin on [Start Date] and is expected to conclude on or around [End Date], unless terminated earlier or extended by mutual agreement.

3. Compensation

In consideration for your services, [Company Name] will pay you at a rate of \$[Amount] per [Hour/Day/Project]. Payments will be made [Weekly/Bi-weekly/Monthly] 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 all taxes, insurance, and professional expenses. You are not eligible for company benefits such as health insurance, paid time off, or retirement plans.

5. Confidentiality

You agree to keep all proprietary information, trade secrets, and internal data of [Company Name] confidential during and after this assignment.

6. Termination

Either party may terminate this agreement at any time, with or without cause, by providing [Number] days' written notice.

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

Sincerely,

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

Acceptance:

I accept the terms of this Independent Contractor placement as outlined above.

Signature: _____ Date: _____