

Date: [Date]

Candidate Name: [Candidate Name]

Address: [Candidate Address]

Dear [Candidate Name],

We are pleased to offer you a contract placement for the position of **[Job Title]** at **[Company Name]**. This is a remote work arrangement.

1. Contract Duration

Your contract will begin on [Start Date] and is expected to end on [End Date/Project Completion Date], unless terminated earlier in accordance with the terms of the agreement.

2. Scope of Work

As a [Job Title], your primary responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

3. Compensation

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

4. Remote Work Requirements

As this is a remote position, you are responsible for providing your own workspace, high-speed internet connection, and any necessary computer equipment unless otherwise specified.

5. Independent Contractor Status

You will be engaged as an independent contractor. This means you are responsible for your own taxes, insurance, and benefits. This contract does not create an employer-employee relationship.

6. Confidentiality

During your placement, you may have access to confidential company information. By signing this letter, you agree to keep all such information strictly confidential.

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 contract remote work placement.

Signature: _____ Date: _____