

Date: [Insert Date]

Subject: Offer for Freelance Remote Placement

Dear [Freelancer Name],

We are pleased to offer you a freelance remote work placement as a [Job Title/Role] with [Company Name].

- 1. Project Scope:** Your responsibilities will include [Briefly list main tasks or deliverables].
- 2. Start Date:** This engagement will begin on [Start Date].
- 3. Term:** This is a temporary placement expected to conclude on or around [End Date], unless extended or terminated earlier by either party.
- 4. Payment:** You will be compensated at a rate of [Amount] per [Hour/Project/Month]. Payments will be made via [Payment Method] within [Number] days of receiving a valid invoice.
- 5. Work Location:** This is a 100% remote position. You are responsible for providing your own computer equipment, high-speed internet, and workspace.
- 6. Status:** You will be performing services as an independent contractor. You are not an employee of the company and are responsible for your own taxes and insurance.
- 7. Confidentiality:** You agree to keep all company information and data confidential during and after this placement.

Please confirm your acceptance of this offer by signing below and returning it by [Expiry Date].

Sincerely,

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

Acceptance:

I, [Freelancer Name], accept the terms of this freelance remote placement.

Signature: _____ Date: _____