

[Date]

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

**Subject: Offer of Freelance Engagement**

Dear [Freelancer Name],

We are pleased to offer you a freelance engagement for the following project: [Project Name/Description].

The terms of this engagement are as follows:

- **Scope of Work:** [Briefly describe the specific tasks and deliverables].
- **Commencement Date:** [Start Date].
- **Completion Date:** [End Date or Milestone Deadline].
- **Compensation:** [Amount] to be paid upon [Completion/Milestone/Monthly].
- **Payment Terms:** [Net 15/Net 30 days] after receipt of invoice.

Please note that this is a freelance independent contractor engagement. This letter does not constitute an employment contract. You will be responsible for your own taxes, insurance, and equipment.

All work produced during this project will be considered "work made for hire," and ownership of the intellectual property will belong to [Company Name] upon full payment.

If you accept these terms, please sign and return a copy of this letter by [Deadline Date]. We look forward to working with you.

Sincerely,

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

---

**Acceptance:**

I accept the terms of this freelance engagement as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_