

[Date]

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

Subject: Project Placement Notification

Dear [Contractor Name],

We are pleased to confirm your placement for the following project as an Independent Contractor with [Company Name].

Project Details:

- **Project Name:** [Name of Project]
- **Client:** [Client Name, if applicable]
- **Start Date:** [Start Date]
- **Estimated End Date:** [End Date]
- **Project Manager/Contact:** [Contact Name]

Scope of Work:

Your services will include the following tasks: [Brief description of deliverables and responsibilities].

Compensation:

Payment for this placement will be [Rate, e.g., \$XX per hour / flat fee of \$XX], payable according to the terms outlined in our Independent Contractor Agreement.

Terms of Engagement:

This placement is subject to the terms and conditions of the Independent Contractor Agreement signed on [Date of Master Agreement]. Please note that as an Independent Contractor, you are responsible for your own taxes, insurance, and equipment unless otherwise specified.

Please acknowledge your acceptance of this project placement by signing below and returning a copy to [Email Address/Department].

Sincerely,

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

Acknowledgment and Acceptance:

[Contractor Signature]

[Date]