

[Date]

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

Subject: Confirmation of Project Placement

Dear [Contractor Name],

This letter serves as formal confirmation of your placement for the following project as an independent contractor:

- **Project Name:** [Project Title]
- **Client Name:** [Client Name/Company]
- **Start Date:** [Start Date]
- **Estimated End Date:** [End Date]
- **Project Manager/Point of Contact:** [Name of Supervisor]

Scope of Work:

[Brief description of specific tasks and deliverables].

Compensation:

You will be compensated at a rate of [Rate, e.g., \$XX per hour / Flat Fee of \$XX] upon receipt of approved invoices. Payments will be made according to the schedule outlined in your Independent Contractor Agreement.

Status of Relationship:

As an independent contractor, you are not an employee of [Company Name]. You are responsible for your own taxes, insurance, and equipment, and you maintain control over the methods used to complete the work.

Please sign and return a copy of this letter to acknowledge your acceptance of this placement under the terms of our existing Master Service Agreement.

Sincerely,

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

Acknowledgment and Acceptance:

Signature: _____ Date: _____