

[Agency Name]  
[Agency Address]  
[City, State, Zip Code]  
[Date]

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

**Subject: Confirmation of Freelance Engagement**

Dear [Freelancer Name],

We are pleased to confirm your engagement as a freelance contractor with [Agency Name] to provide services for our client, [Client Name].

The details of your engagement are as follows:

- **Role:** [Job Title/Project Role]
- **Start Date:** [Date]
- **Estimated End Date:** [Date/Ongoing]
- **Rate:** [Amount] per [Hour/Day/Project]
- **Reporting Manager:** [Name of Supervisor]

As a freelancer, you are engaged as an independent contractor. This letter does not constitute a contract of employment. You will be responsible for your own taxes, insurance, and statutory contributions as applicable by law.

Your engagement is subject to the terms and conditions outlined in the Freelance Services Agreement signed on [Date]. Please ensure all timesheets or project milestones are submitted by [Day of Week/Date] to ensure timely payment.

We look forward to working with you on this project. Please sign and return a copy of this letter to acknowledge your acceptance of these terms.

Sincerely,

[Your Name]  
[Your Title]  
[Agency Name]

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**Acknowledgment:**

I accept the engagement under the terms described above.

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