

[Date]

[Freelancer Full Name]

[Freelancer Address]

[City, State, Zip Code]

Subject: Confirmation of Short-Term Freelance Assignment

Dear [Freelancer Name],

This letter serves as formal confirmation of your short-term freelance assignment with [Company Name]. We are pleased to engage your services for the following project: [Project Name/Brief Description].

The details of your placement are as follows:

- **Start Date:** [Start Date]
- **End Date:** [Estimated End Date]
- **Reporting Manager:** [Manager Name]
- **Scope of Work:** [Briefly list key deliverables]
- **Payment Terms:** [Rate, e.g., \$XX per hour / Flat fee of \$XX]
- **Invoicing Schedule:** [e.g., Weekly / Upon completion of milestones]

Please note that this is a freelance consultancy arrangement. This placement does not constitute an employer-employee relationship, and you will be responsible for your own taxes and insurance.

To confirm your acceptance of this assignment, please sign and return a copy of this letter along with the attached Non-Disclosure Agreement (NDA) by [Deadline Date].

We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acceptance:

I, [Freelancer Name], accept the terms of the short-term assignment as outlined above.

Signature: _____ Date: _____