

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

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

Subject: Confirmation of Freelance Placement for [Project Name]

Dear [Freelancer Name],

This letter serves to formally confirm your placement as a specialized freelancer for the following project:

- **Project Title:** [Project Name]
- **Role:** [Specialized Role Title]
- **Start Date:** [Date]
- **Estimated Completion Date:** [Date]
- **Reporting Manager:** [Manager Name]

Scope of Work:

Your primary responsibilities will include [Brief description of specific tasks/deliverables]. All work must be completed according to the specifications outlined in the signed Independent Contractor Agreement dated [Date].

Compensation:

You will be compensated at a rate of [Amount] per [Hour/Project Milestone]. Payments will be issued according to the following schedule: [Payment Terms/Dates].

Confidentiality and Intellectual Property:

As a reminder, all information accessed during this placement is subject to the Non-Disclosure Agreement (NDA). All work products generated during this project shall remain the sole property of [Company Name].

We are pleased to have your expertise on this project. Please sign and return a copy of this letter to acknowledge your acceptance of these placement terms.

Sincerely,

[Signature]
[Name of Authorized Representative]
[Title]

Freelancer Acknowledgment:

I, [Freelancer Name], confirm my acceptance of the placement terms as described above.

Signature: _____ Date: _____