

[Date]

[Freelancer Full Name]

[Freelancer Address]

[City, State, Zip Code]

Subject: Confirmation of Project Placement - [Project Name/ID]

Dear [Freelancer Name],

We are pleased to confirm your placement as a freelance [Job Title/Technical Specialist] for the following project: **[Project Name]**. This letter serves as formal notification that you have been selected to provide technical services for [Company Name].

Project Overview:

- **Start Date:** [Start Date]
- **Estimated Completion Date:** [End Date]
- **Primary Technical Stack:** [List Technologies/Languages]
- **Reporting Manager:** [Name of Supervisor/PM]

Scope of Work:

Your primary responsibilities will include [Brief Description of Tasks, e.g., Backend API development, System Migration, UI implementation]. Detailed deliverables and milestones are outlined in the attached Statement of Work (SOW).

Compensation and Payment:

You will be compensated at a rate of [Rate, e.g., \$XX per hour / Fixed Price of \$XX]. Invoices should be submitted [Weekly/Monthly/Upon Milestone Completion] via [Payment System/Email].

Confidentiality and IP:

As a reminder, all technical documentation, source code, and proprietary data accessed during this placement remain the property of [Company Name] and are subject to the Non-Disclosure Agreement (NDA) signed on [Date].

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

We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Accepted by:

[Freelancer Signature]

Date:
