

[Date]

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

Subject: Confirmation of Freelance Remote Placement

Dear [Freelancer Name],

We are pleased to confirm your engagement as a freelance [Job Title/Role] with [Company Name]. This letter serves as formal confirmation of your remote placement.

Engagement Details:

- **Start Date:** [Start Date]
- **End Date:** [End Date/Ongoing]
- **Reporting Manager:** [Manager Name]
- **Project Scope:** [Brief Description of Tasks]

Compensation:

You will be compensated at a rate of [Rate, e.g., \$50 per hour / Flat Fee of \$2,000]. Invoices should be submitted [Weekly/Monthly] to [Email Address/Department].

Remote Work Terms:

As a remote freelancer, you are responsible for providing your own computer equipment, internet connection, and workspace. You agree to maintain professional availability during the following hours: [Specific Time Zone/Hours].

Confidentiality:

During this placement, you may have access to proprietary information. By accepting this engagement, you agree to keep all company data, client lists, and internal processes strictly confidential.

Please sign and return a copy of this letter to acknowledge your acceptance of these terms.

Sincerely,

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

Acknowledgment and Acceptance:

Signature: _____ Date: _____