

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

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

Subject: Confirmation of Remote Contract Placement

Dear [Contractor Name],

We are pleased to confirm your placement as a [Job Title] with [Company Name]. This letter outlines the terms and conditions of your remote contract engagement.

1. Contract Duration: Your contract will begin on [Start Date] and is scheduled to end on [End Date], unless extended or terminated earlier in accordance with the terms of the agreement.

2. Remote Work Arrangement: This is a 100% remote position. You are responsible for maintaining a secure and reliable internet connection and a suitable workspace to perform your duties.

3. Compensation: You will be compensated at a rate of [Rate, e.g., \$50 per hour / flat fee of \$5,000]. Payments will be made on a [Weekly / Bi-weekly / Monthly] basis upon submission and approval of your invoices.

4. Scope of Work: Your primary responsibilities will include:

- [Task 1]
- [Task 2]
- [Task 3]

5. Reporting: You will report directly to [Supervisor Name/Project Manager] and will participate in scheduled virtual meetings via [Meeting Platform, e.g., Zoom/Teams].

6. Equipment and Security: [Specify if the company provides equipment or if the contractor uses their own]. You are required to follow all company data security and confidentiality protocols at all times.

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

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Acceptance:

I, [Contractor Name], accept the remote contract placement as outlined above.

Signature: _____ Date: _____