

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

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

Subject: Confirmation of IT Professional Contract Assignment

Dear [Contractor Name],

We are pleased to confirm your assignment as a [Job Title/Role] for [Client Name/Department]. This letter outlines the specific details of your contract engagement.

Assignment Details:

- **Project Name:** [Project Name]
- **Start Date:** [Start Date]
- **End Date:** [End Date/Estimated Duration]
- **Reporting Manager:** [Manager Name]
- **Work Location:** [On-site Address / Remote]

Scope of Work:

Your primary responsibilities will include, but are not limited to: [Briefly list key tasks, e.g., Software development, Network migration, System analysis].

Compensation and Billing:

The agreed-upon rate for this assignment is \$[Rate] per [Hour/Day]. Invoices should be submitted [Weekly/Monthly] via [Submission Method/Portal].

Equipment and Access:

[Company Name] will provide [list equipment, e.g., Laptop, VPN access]. You are expected to adhere to all company IT security and data privacy policies during this assignment.

Please acknowledge your acceptance of this assignment by signing below and returning a copy of this letter by [Deadline Date].

We look forward to your contributions to the team.

Sincerely,

[Sender Name]
[Sender Title]

Acceptance:

Signature: _____ Date: _____