

[Company Letterhead]

[Date]

[Consultant Name]

[Consultant Address]

[City, State, Zip Code]

Re: Letter of Engagement for Temporary IT Consulting Services

Dear [Consultant Name],

This letter confirms the agreement between [Company Name] ("the Company") and [Consultant Name] ("the Consultant") for the provision of temporary IT consulting services.

1. Scope of Work

The Consultant agrees to perform the following services:

[Detailed description of IT projects, systems maintenance, or technical support tasks].

2. Term of Engagement

This engagement will begin on [Start Date] and is expected to conclude on or before [End Date], unless terminated earlier or extended by mutual written agreement.

3. Compensation

The Company shall pay the Consultant at a rate of \$[Amount] per [hour/day/project]. Invoices shall be submitted [weekly/bi-weekly/monthly] and will be paid within [Number] days of receipt.

4. Independent Contractor Status

The Consultant is an independent contractor and not an employee of the Company. The Consultant is responsible for all taxes, insurance, and professional expenses.

5. Confidentiality

The Consultant agrees to maintain the confidentiality of all Company data, proprietary information, and systems accessed during the term of this engagement.

6. Ownership of Work

All deliverables, code, documentation, and intellectual property created by the Consultant during this engagement shall be the sole property of the Company.

7. Termination

Either party may terminate this agreement by providing [Number] days' written notice to the other party.

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

Sincerely,

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

Accepted and Agreed:

[Consultant Signature]

Date: _____