

[Company Header/Logo]

[Date]

[Consultant Name]

[Consultant Address]

[City, State, Zip Code]

Subject: Placement Confirmation Letter

Dear [Consultant Name],

We are pleased to confirm your placement as a freelance consultant for [Project Name/Department] at [Company Name]. This letter outlines the agreed terms of your engagement.

Project Details:

- **Role:** [Consultant Job Title]
- **Start Date:** [Start Date]
- **End Date:** [End Date/Estimated Duration]
- **Reporting Manager:** [Manager Name/Title]

Compensation:

- **Rate:** [Amount] per [Hour/Day/Project]
- **Payment Terms:** [e.g., Net 30 days upon receipt of invoice]
- **Expenses:** [Outline if expenses are reimbursable or not]

Scope of Work:

Your primary responsibilities will include: [Briefly list key deliverables].

Terms of Engagement:

Please note that this is a freelance consultancy placement. You are an independent contractor and not an employee of [Company Name]. You are responsible for your own taxes, insurance, and equipment unless otherwise specified.

Please sign and return a copy of this letter to confirm your acceptance of this placement.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acceptance:

[Consultant Signature]

Date: _____