

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

[Date]

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

**Subject: Confirmation of Independent Contractor Placement**

Dear [Contractor Name],

This letter serves to formally confirm your placement as an Independent Contractor with [Company Name] for the project titled "[Project Name/Role]".

**Placement Details:**

- **Start Date:** [Start Date]
- **End Date:** [End Date/Until Project Completion]
- **Reporting Manager:** [Manager Name]
- **Department:** [Department Name]
- **Rate of Pay:** [Rate/Flat Fee]

**Scope of Services:**

As an Independent Contractor, you will be responsible for [Brief Description of Tasks/Deliverables]. Detailed specifications are outlined in the Professional Services Agreement signed on [Date].

**Independent Contractor Status:**

It is understood that you are performing these services as an independent contractor. No employer-employee relationship is created by this placement. You are responsible for all applicable taxes, insurances, and your own equipment unless otherwise specified.

Please return a signed copy of this confirmation to [Email/Department] by [Date].

We look forward to your contributions to the project.

Sincerely,

[Signature]  
[Sender Name]  
[Sender Title]

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**Acknowledgment:**

I, [Contractor Name], accept the placement details as described above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_