

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

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

Subject: Confirmation of Interim Management Assignment

Dear [Client Name],

This letter serves to confirm the agreement for the provision of interim management services by [Interim Manager Name] to [Client Company Name].

1. Scope of Assignment:

The Interim Manager will perform the role of [Job Title/Position] and will be responsible for [Brief Description of Key Responsibilities/Project Goals].

2. Commencement and Duration:

The assignment will commence on [Start Date] and is expected to continue until [End Date/Completion of Project], unless terminated earlier in accordance with our terms of business.

3. Work Schedule:

The Interim Manager is expected to provide services [Number of Days] per week, primarily at [Location/Remote].

4. Fees and Expenses:

The professional fee for this assignment is [Daily/Hourly Rate] plus applicable taxes. Reimbursable expenses, such as travel and accommodation, will be billed at cost with prior approval.

5. Invoicing:

Invoices will be submitted [Weekly/Monthly] and are payable within [Number] days of the invoice date.

6. Terms of Business:

This assignment is governed by the standard Terms of Business previously provided and signed on [Date of Agreement].

Please acknowledge your acceptance of these terms by signing and returning a copy of this letter.

Yours sincerely,

[Your Signature]
[Your Name]
[Your Title]

Accepted by [Client Company Name]:

Signature: _____

Name: _____

Date: _____