

Date: [Insert Date]

To: [Contractor Name]

[Contractor Address]

[City, State, Zip Code]

Subject: Welcome - Assignment to [Client Name]

Dear [Contractor Name],

Welcome to the team. We are pleased to confirm your assignment as an Independent Contractor to provide services for our client, [Client Name].

Your primary point of contact at the client site will be [Client Supervisor Name]. Below are the initial details regarding your project assignment:

- **Project Title:** [Insert Project Name]
- **Start Date:** [Insert Date]
- **Reporting Location:** [Remote / Physical Address]
- **Scope of Work:** [Brief description of tasks]

Please ensure that all required documentation, including your signed Independent Contractor Agreement and tax forms, has been submitted to our portal prior to your start date.

Regarding administrative matters:

- **Invoicing:** Please submit your invoices on a [Weekly/Monthly] basis to [Email Address].
- **Time Tracking:** [Instructions on how to log hours, if applicable].
- **Expenses:** Any project-related expenses must be pre-approved in writing by [Name/Department].

We look forward to a successful collaboration. If you have any questions regarding your contract or this specific assignment, please contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company Name]