

Dear [Contractor Name],

Welcome to the team! We are thrilled to have you join us as a [Role Name] for our upcoming projects. Your creative portfolio stood out to us, and we are excited to see the unique perspective you will bring to our brand.

To ensure a smooth start, here are your initial project details:

- **Main Contact:** [Name of Manager/Producer]
- **Project Start Date:** [Date]
- **Communication Tool:** [Slack/Email/Discord]
- **Project Management Portal:** [Link to Asana/Trello/Basecamp]

**Next Steps:**

1. Please review and sign the attached Independent Contractor Agreement.
2. Submit your W-9 or tax documentation to [Email Address].
3. Schedule your 30-minute creative brief meeting via this link: [Calendar Link].

We believe in a collaborative and open creative process, so please do not hesitate to reach out if you have any questions or need clarification on our brand guidelines.

We look forward to creating something great together.

Best regards,

[Your Name]  
[Your Title]  
[Company Name]