

Subject: Welcome to [Company Name] | Executive Search Partnership

Dear [Contractor Name],

Welcome to [Company Name]. We are pleased to have you join us as an Executive Search Contractor.

We look forward to leveraging your expertise to identify and attract top-tier leadership talent for our upcoming projects. Your contribution will be vital in ensuring we meet our executive recruitment objectives.

To help you get started, please find the following information enclosed:

- Contractor Agreement and Terms of Service
- Briefing documents for current search assignments
- Access credentials for our internal database/ATS
- Internal reporting and communication protocols

Your primary point of contact during this partnership will be [Contact Name], [Job Title], who can be reached at [Email Address].

Please let us know if you have any questions regarding your initial assignments. We are excited to begin this collaboration.

Best regards,

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