

Dear [Freelancer Name],

Welcome to [Agency/Company Name]! We are excited to have you join our talent network and congratulate you on your placement with [Client Name].

Your assignment details are as follows:

- **Project:** [Project Name/ID]
- **Start Date:** [Date]
- **Reporting Manager:** [Manager Name]
- **Rate:** [Amount/Currency] per [Hour/Project]

Please find your onboarding documents attached. We require you to sign the Freelance Agreement and complete the tax forms before your start date. Once completed, please upload them to your portal or reply to this email.

Next Steps:

1. Review the project brief and brand guidelines.
2. Join the project Slack/Communication channel at [Link].
3. Submit your first timesheet by [Day of the week].

If you have any questions regarding your contract or payment schedule, please contact our talent operations team at [Email Address].

We look forward to seeing your work on this project.

Best regards,

[Your Name]

[Your Title]

[Agency/Company Name]