

[Date]

[Contractor Name]
[Contractor Address]
[City, State, Zip Code]

Dear [Contractor Name],

Welcome! We are pleased to confirm that you have been engaged as an independent contractor for [Company Name]. We look forward to your contributions to the [Project Name/Department].

As discussed, your start date is [Start Date]. Your primary point of contact during this engagement will be [Manager Name], who can be reached at [Email/Phone Number].

To ensure a smooth start, please provide the following documents if you have not already done so:

- Signed Independent Contractor Agreement
- Completed W-9 Form
- [Additional Required Document]

Please note that as an independent contractor, you are responsible for your own taxes, insurance, and equipment, as outlined in our signed agreement. Invoices should be submitted [Weekly/Monthly] to [Email Address/Department] for processing.

We are excited to work with you and look forward to a successful collaboration.

Sincerely,

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