

[Date]

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

Dear [Contractor Name],

Welcome to [Company Name]. We are pleased to have you join us for the **[Project Name]** project.

As discussed, your role as a Project-Based Contractor will focus on [Brief Description of Tasks/Deliverables]. Your expertise will be vital in helping us reach our project milestones by [Project End Date or Phase Deadline].

To help you get started, please find your onboarding details below:

- **Project Lead:** [Name of Manager/Point of Contact]
- **Start Date:** [Start Date]
- **Communication Tools:** [e.g., Slack, Email, Microsoft Teams]
- **Project Documentation:** [Link to Shared Folder or Portal]

Please ensure that all signed contract documents and tax forms are submitted to [Department/Name] prior to your start date. If you have any immediate questions regarding your scope of work or access to systems, please reach out to [Point of Contact Email].

We look forward to a successful collaboration.

Best regards,

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