

[Date]

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

Dear [Contractor Name],

Welcome to the [Company Name] Recruitment Network. We are pleased to have you join our team as an independent contractor.

Your expertise will play a vital role in helping us identify and place top-tier talent. We look forward to a productive partnership as we work together to meet our clients' hiring needs.

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

- **Contractor ID:** [ID Number]
- **Primary Point of Contact:** [Name of Account Manager/Liaison]
- **Access Link to Portal:** [URL]

Attached to this email, you will find our "Getting Started" guide, which outlines our communication protocols, submission processes, and payment schedules. Please ensure you have returned all signed agreements and tax documentation before beginning your first assignment.

If you have any questions, please do not hesitate to reach out to [Contact Person] at [Email Address/Phone Number].

We are excited to have you on board and look forward to your contributions to the network.

Best regards,

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