

[Date]

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

Dear [Contractor Name],

Welcome to [Company Name]! We are pleased to have you join us as a Remote Independent Contractor. We look forward to your contributions to the [Project Name/Department] team.

The purpose of this letter is to provide you with the initial information needed to begin our professional relationship:

- **Role:** [Job Title/Service Description]
- **Start Date:** [Date]
- **Primary Contact:** [Manager/Point of Contact Name]
- **Communication Channels:** [e.g., Slack, Email, Zoom]

Onboarding Steps:

Please ensure that you have completed and returned the following documents:

- Signed Independent Contractor Agreement
- Tax Forms (e.g., W-9 or W-8BEN)
- [Other Required Document]

System Access:

You will receive a separate email containing your login credentials for our project management and time-tracking platforms. Please set up your accounts within [Number] hours of receipt.

As a reminder, as an independent contractor, you are responsible for your own equipment, workspace, and tax obligations. We value the expertise you bring to this project and are excited to work with you.

If you have any questions regarding your tasks or our processes, please reach out to [Contact Name] at [Email Address].

Best regards,

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