

[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 Technology Independent Contractor for the [Project Name/Department] team.

As discussed, your engagement begins on [Start Date]. We are looking forward to the technical expertise and perspective you will bring to our current initiatives.

To ensure a smooth integration, please find your initial onboarding details below:

- **Primary Contact:** [Manager/Supervisor Name]
- **Communication Tools:** [Slack/Teams/Email]
- **Project Documentation:** [Link to Repository/Wiki]
- **Reporting Frequency:** [Weekly/Bi-weekly]

Please ensure that all signed copies of the Independent Contractor Agreement and non-disclosure documents are returned to [Department/Email] prior to your start date. You will receive your system credentials and environment access instructions via a secure encrypted email on your first day.

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

Best regards,

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