

Project-Based Engagement Letter

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are pleased to confirm your engagement as the Project Coordinator for [Project Name]. This letter outlines the terms and conditions of your engagement.

Project Overview

[Provide a brief description of the project, its objectives, and the expected outcomes.]

Scope of Work

Your responsibilities will include:

- Coordinating project activities and timelines
- Communicating with team members and stakeholders
- Tracking project progress and reporting on milestones
- Managing resources and budgets

Engagement Details

Start Date: [Start Date]

End Date: [End Date]

Compensation: [Detail Compensation Terms]

Confidentiality

You agree to maintain the confidentiality of all project-related information.

Acceptance

Please sign and return this letter to confirm your acceptance of this engagement.

We look forward to working with you on this project.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

Accepted by:

[Recipient Name] Date: _____