

# Consulting Contractor Assignment Letter

Date: [Insert Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We are pleased to formally confirm your assignment as a consulting contractor with [Company Name] for the project titled [Project Title]. This assignment is effective from [Start Date] to [End Date].

Your role will involve [brief description of duties and responsibilities]. You will be reporting directly to [Supervisor's Name/Title].

The compensation for your services will be [Payment Terms/Amount], payable [frequency of payment]. Please submit your invoices to [Invoice Submission Details].

We are excited to work with you and believe that your expertise will greatly contribute to the success of our project. Please confirm your acceptance of this assignment by signing and returning this letter by [Response Deadline].

If you have any questions, feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you, and we look forward to your contributions.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

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Accepted and Agreed:

\_\_\_\_\_

[Contractor's Name]

Date: \_\_\_\_\_