

Freelance Job Offer

Date: [Insert Date]

To: [Freelancer's Name]

[Freelancer's Address]

Dear [Freelancer's Name],

We are pleased to extend to you an offer for a freelance position with [Company Name]. We were impressed with your skills and believe you will be a valuable addition to our team.

Position: [Job Title]

Project Duration: [Start Date] to [End Date]

Compensation: [Rate per hour/day or total project fee]

Your responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Please confirm your acceptance of this offer by [Insert Deadline]. We look forward to working with you!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]