

Consulting Project Offer Letter

Date: [Insert Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip]

Dear [Recipient Name],

We are pleased to extend you an offer to engage in a consulting project with [Your Company Name]. This letter outlines the terms of your engagement for the project titled "[Project Title]."

Project Overview

Brief description of the project and its objectives.

Scope of Work

Your responsibilities will include the following:

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

Timeline

The project is expected to commence on [Start Date] and conclude by [End Date].

Compensation

You will be compensated at a rate of [Compensation Rate] for the duration of the project.

Confidentiality

Both parties agree to maintain confidentiality regarding proprietary information shared during this engagement.

Acceptance of Offer

Please sign below to indicate your acceptance of this offer and return a copy to us by [Response Deadline].

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]

[Recipient Name]

Acceptance Signature: _____

Date: _____