

# Engagement Letter

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to formally engage you for the collaboration on the [Project Name] project. This letter outlines the expectations, roles, and responsibilities for our collaboration on this task.

## Project Overview

The primary objective of the [Project Name] is to [briefly describe the project goals].

## Roles and Responsibilities

As discussed, your role will involve:

- [Task 1]
- [Task 2]
- [Task 3]

## Timeline

The expected timeline for this project is as follows:

- Start Date: [Insert Start Date]
- End Date: [Insert End Date]

## Compensation

Details regarding compensation will be as follows:

[Insert Compensation Details]

## Confidentiality

Both parties agree to ensure that all information shared during this collaboration remains confidential.

We look forward to your affirmative response to finalize this engagement. Please feel free to reach out if you have any questions.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]