

Author Project Agreement

Date: [Insert Date]

To: [Author Name]

[Author Address]

Dear [Author Name],

This letter serves as a formal agreement between [Your Organization/Company Name] and [Author Name] for the project titled "[Project Title]." The terms of this agreement are as follows:

1. Project Overview

The objective of this project is to [briefly describe the project].

2. Responsibilities

[Author Name] agrees to:

- Deliver [specific deliverables] by [deadline].
- Attend regular meetings scheduled on [frequency of meetings].
- Provide updates on progress and any challenges faced.

3. Compensation

[Your Organization/Company Name] agrees to compensate [Author Name] with [payment details, e.g., amount, payment schedule].

4. Ownership and Rights

All rights to the finished project will belong to [organization], and [Author Name] agrees to assign those rights upon completion.

5. Termination

This agreement may be terminated by either party upon [number of days] written notice if terms are not met.

Please sign below to indicate your agreement to the terms outlined above.

Sincerely,

[Your Name]

[Your Position]

[Your Organization/Company Name]

Agreed and Accepted by:

[Author Name]

Date: _____