

# Contributor Duties and Obligations

Date: [Insert Date]

To: [Contributor's Name]

Address: [Contributor's Address]

Subject: Duties and Obligations as a Contributor

Dear [Contributor's Name],

We are pleased to have you on board as a contributor to [Project/Organization Name]. This letter outlines your duties and obligations, which are essential for smooth collaboration and success.

## 1. Commitment to Timelines

You are expected to adhere to the deadlines set forth in the project schedule. Timely contributions are crucial for the progress of the project.

## 2. Quality of Work

Your contributions should meet the quality standards outlined in the project guidelines. Please ensure thorough research and attention to detail.

## 3. Communication

Regular communication with the project team is vital. Please inform us of any challenges you encounter as soon as possible.

## 4. Adherence to Policies

You are expected to familiarize yourself with and comply with all relevant policies and procedures of [Project/Organization Name].

## 5. Confidentiality

You will be required to maintain confidentiality regarding sensitive information related to the project.

We value your contributions and are excited to work together. Please sign and return a copy of this letter to acknowledge your acceptance of these duties and obligations.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

Enclosure: Acknowledgment of Duties and Obligations