

Employment Confirmation Letter

Date: [Insert Date]

To: [Freelancer's Name]

Address: [Freelancer's Address]

Dear [Freelancer's Name],

This letter serves to confirm your freelance contract with [Company Name] for the position of [Position Title].

As discussed, your role will commence on [Start Date] and will end on [End Date]. Your responsibilities will include [Brief Description of Responsibilities].

You will be compensated at a rate of [Compensation Details], payable [Payment Terms].

Please sign and return a copy of this letter to indicate your acceptance of these terms.

We look forward to working with you!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]