

On-Call Engagement Terms

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

This letter serves to outline the terms of our on-call engagement as discussed. Please review the terms below:

Engagement Overview

1. **Scope of Work:** [Detailed description of tasks and responsibilities]
2. **Availability:** [Specify days and hours of availability]
3. **Response Time:** [Expected response time to on-call requests]

Compensation

4. **Hourly Rate:** [Specify rate]
5. **Payment Schedule:** [Details on payment frequency]

Terms and Conditions

6. **Confidentiality:** [Outline confidentiality requirements]
7. **Termination Clause:** [Conditions under which the engagement can be terminated]

Should you agree to these terms, please sign and return the enclosed copy of this letter.

Thank you for the opportunity to collaborate. I look forward to working together.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

Enclosure: [Copy of letter for signature]