

Contractor Engagement Letter

Date: [Insert Date]

[Contractor Name]

[Contractor Address]

Dear [Contractor Name],

We are pleased to confirm your engagement as a contractor for [Project Name/Description]. This letter outlines the terms and expectations of your engagement.

Scope of Work

[Describe the specific tasks, responsibilities, and deliverables expected from the contractor.]

Duration of Engagement

The engagement will commence on [Start Date] and will continue until [End Date], unless terminated earlier in accordance with the terms outlined herein.

Compensation

You will be compensated at a rate of [Insert Rate] for your services, payable [Insert Payment Terms].

Confidentiality

You agree to keep all information pertaining to the project confidential and not to disclose it to any third party without prior written consent.

Termination

Either party may terminate this agreement with [Insert Notice Period] notice. In the event of termination, compensation will be paid for work completed up to the termination date.

To accept this engagement, please sign and return a copy of this letter by [Insert Deadline]. We look forward to working with you.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

Accepted by:

[Contractor Name]

Date: _____