

Affirmation of Consulting Engagement Terms

Date: [Insert Date]

To:

[Consultant's Name]

[Consultant's Address]

Dear [Consultant's Name],

We are pleased to affirm the terms of our consulting engagement as discussed. This letter serves to outline the key terms of our agreement:

Engagement Overview

We have engaged you to provide consulting services related to [describe the project or services].

Scope of Work

Your responsibilities will include:

- [Task 1]
- [Task 2]
- [Task 3]

Duration

The term of this engagement will commence on [start date] and will continue until [end date], unless terminated earlier in writing by either party.

Compensation

You will be compensated at the rate of [insert rate] payable [weekly/monthly/upon completion].

Confidentiality

Both parties agree to maintain confidentiality regarding all proprietary information exchanged during the course of this engagement.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

Acceptance

I, [Consultant's Name], hereby accept the terms of this consulting engagement as outlined above.

Signature: _____

Date: _____