

Project-based agreement email

Subject: Agreement on Project Assignment

Hi [Employee Name],

As we discussed, this email serves as a mutual agreement between you and [Company Name] regarding your assignment to the [Project Name] project.

Details of the agreement:

- Duration: [Start Date] to [End Date]
- Compensation: [Amount]
- Deliverables: [List Key Deliverables]
- Reporting: Submit progress to [Supervisor] every [Timeline]

This agreement is specific to this project and does not alter your existing employment terms. Please reply to confirm your acceptance.

Best,

[Employer Name]

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