

Appointment Letter For Consultant

[Your Company Letterhead]

[Date]

[Consultant's Name]

[Address]

[City, State ZIP Code]

Dear [Consultant's Name],

We are pleased to offer you the position of Consultant at [Your Company Name], effective from [Starting Date]. This letter outlines the terms and conditions of your employment as a consultant with us.

Job Responsibilities:

Your main responsibilities will include [Mention the main responsibilities and duties of the consultant in brief]. You will be expected to use your expertise to contribute to the success of [Your Company Name].

Compensation:

As a consultant, you will be paid a consulting fee of [Mention the consulting fee] per [hour/day/week/month] depending on the nature of the project. Your consulting fee will be paid on a [weekly/monthly] basis, and you will be responsible for your own taxes.

Term of Appointment:

Your appointment as a consultant will be for a period of [Mention the duration of the contract]. Your appointment may be terminated at any time by either party, with or without cause, upon [Notice Period] days' written notice to the other party.

Confidentiality:

As a consultant, you will be exposed to confidential information about our company, its clients, and its operations. You agree to maintain the confidentiality of this information and not to disclose it to any third party.

Intellectual Property:

Any intellectual property created or developed by you during the course of your engagement with us shall be the property of [Your Company Name]. You agree to assign all rights, title and interest in any such intellectual property to us.

Non-Solicitation:

During the term of your engagement with us and for a period of [Mention the period] months following the termination of your engagement, you agree not to solicit or attempt to solicit any of our clients or employees.

Please confirm your acceptance of this offer by signing and returning a copy of this letter to us. If you have any questions or concerns, please do not hesitate to contact us.

We look forward to your contribution to the success of [Your Company Name].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

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