

Official consultant appointment letter template

Subject: Appointment as Consultant - [Project Name/Department]

Dear [Consultant Name],

We are pleased to formally appoint you as a Consultant for [Company/Organization Name] effective [Start Date]. This appointment is in recognition of your exceptional expertise in [specific field/area] and your proven track record in delivering high-quality professional services.

Your primary responsibilities will include [specific duties and deliverables]. The duration of this consultancy is [time period], with the possibility of extension based on project requirements and mutual agreement.

The compensation for your services is [amount] per [hour/day/month], payable [payment terms]. You will also be entitled to reimbursement of pre-approved expenses incurred in the course of your duties.

Please confirm your acceptance of this appointment by signing and returning the enclosed contract by [date]. We look forward to your valuable contributions to our organization.

Sincerely,

[Name]

[Title]

[Company Name]

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