

Specific project consultant appointment

Subject: Consultant Engagement - [Project Title]

Dear [Consultant Name],

Following our discussions regarding the [Project Name], we are excited to engage your services as a specialized consultant for this initiative.

Project Overview: [Brief description of project scope and objectives]

Your Role: [Specific responsibilities and deliverables]

Timeline: [Project start and end dates]

Reporting: You will report directly to [Manager Name] and provide weekly progress updates.

Compensation details are outlined in the attached Service Agreement. Your expertise in [relevant field] makes you the ideal candidate to help us achieve our project goals.

Please review the attached documentation and confirm your availability to commence work on [start date].

Best regards,

[Name]

[Position]

Get more templates here:

<https://www.lettersandtemplates.com/letters/appointment-letter-for-consultant>