

Appointment Letter For Contractor

Dear [Contractor's Name],

We are pleased to offer you a contract for the position of [Job Title] at [Company Name]. Your services will be required from [Start Date] to [End Date] or until completion of the project, whichever is earlier.

As a contractor, you will be responsible for providing [Description of Services] to the company. Your hourly rate will be [Hourly Rate], and you will be required to work [Number of Hours] per week. Your payment will be processed on a [Payment Schedule] basis.

As part of your contract, you will be required to comply with all company policies, procedures, and guidelines. You will also be expected to maintain a high level of professionalism and to provide quality services to the company.

Your work location will be [Work Location], and you will be required to work on-site during regular business hours. You will also be required to attend meetings and training sessions as needed.

Please sign and return the enclosed copy of this letter to indicate your acceptance of this contract offer. If you have any questions or concerns, please do not hesitate to contact us.

We are looking forward to working with you.

Sincerely,

[Your Name]

[Company Name]