

# Formal Appointment Letter for Contractor

Subject: Appointment as Contractor for [Project Name]

Dear [Contractor Name],

We are pleased to formally appoint you as a contractor for [Project Name] at [Company Name]. Your responsibilities will include [list of responsibilities], and your contract will commence on [Start Date] and continue until [End Date].

Please review the attached contract agreement carefully and confirm your acceptance by signing and returning a copy.

We look forward to a successful collaboration.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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