

Detailed Appointment Letter With Payment Terms

Subject: Appointment as Contractor " Terms and Conditions

Dear [Contractor Name],

We are pleased to appoint you as a contractor for [Project Name] at [Company Name]. Your primary responsibilities include [list tasks]. The contract period will be from [Start Date] to [End Date].

The agreed payment terms are as follows:

- Total Contract Value: [Amount]
- Payment Schedule: [Milestones/Intervals]
- Mode of Payment: [Bank Transfer/Check/etc.]

Please sign and return the enclosed copy of this letter to confirm your acceptance.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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