

Casual Appointment Email for Freelance/Consultant Role

Subject: Let's Make It Official - Freelance Engagement

Hi [Name],

Hope you're doing well! After our discussions, I'm happy to formally bring you on board as a [freelance consultant/contractor] for [Project/Service Description].

Here's the rundown:

Project Scope: You'll be working on [Brief Description]. We're looking for [Deliverables/Outcomes], and based on our chat, you're the perfect fit.

Timeline: We're targeting [Start Date] to [End Date], but we can stay flexible if things take a bit longer or wrap up early.

Compensation: We've agreed on [Amount] for the project [or Hourly Rate of \$X]. Invoices should be sent to [Email], and we'll process payment within [Number] days.

The Fine Print:

- You'll own your schedule, but we'd love regular updates (maybe weekly check-ins?).
- Any work you create for us belongs to [Company Name].
- We'll need you to keep our project details confidential.
- Either of us can end this arrangement with [Notice Period] heads up.

Sound good? Just reply to confirm you're in, and we'll get started! Looking forward to working together.

Cheers,

[Name]

[Title]

[Company Name]

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