

Appointment Letter for Contractual/Fixed-Term Position

Subject: Contract Appointment - [Project/Position Name]

Dear [Candidate Name],

This letter confirms your appointment as [Position Title] on a contractual basis with [Company Name] for a fixed term.

Contract Period:

Your contract will be effective from [Start Date] to [End Date], totaling [Duration]. This contract may be extended subject to project requirements and mutual agreement.

Scope of Work:

You will be responsible for [Brief Description of Responsibilities]. Your primary deliverables include [Key Deliverables]. You will work [Full-time/Part-time] with [Hours per week] commitment.

Compensation Structure:

You will receive [Amount] per [month/project milestone/hour]. Payment will be processed within [Number] days of invoice submission. No benefits such as health insurance, paid leave, or retirement contributions are included unless specified separately.

Contract Terms:

1. Either party may terminate this contract with [Notice Period] written notice.
2. You will submit monthly/weekly progress reports to [Supervisor Name].
3. All work products and materials developed remain company property.
4. You may not engage in competing activities during the contract period.
5. Upon contract completion or termination, you will return all company property.

Please acknowledge acceptance by signing below and returning this letter by [Date].

Best regards,

[Name]

[Title]

[Company Name]

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