Contractor Appointment Letter Template

[Company Letterhead]

[Date]

[Contractor's Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

Dear [Contractor's Name],

We are pleased to confirm your appointment as a contractor with [Company Name] for the project titled [Project Name]. We were impressed by your expertise and believe you will provide valuable contributions to our project.

Project Name: [Project Name]

Start Date: [Start Date]

Duration: [Duration]

Location: [Work Location]

Please find attached the terms of our agreement, including your scope of work, compensation, and other relevant details. Should you have any questions or require further information, please do not hesitate to reach out.

Your acceptance of this appointment signifies your commitment to fulfilling the terms outlined.

Please sign and return this letter by [Acceptance Deadline] to indicate your agreement.

We look forward to a successful collaboration.

Sincerely,

[Your Name]

[Your Title]

[Company Name]