Consultant Appointment Letter Template

[Company Letterhead]

[Date]

[Consultant's Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

Dear [Consultant's Name],

We are pleased to confirm your appointment as a consultant with [Company Name] for the project titled [Project Name]. Your expertise and insights are invaluable to us, and we are excited to collaborate with you.

Project Name: [Project Name]

Start Date: [Start Date]

Duration: [Duration]

Location: [Work Location]

Enclosed are the terms of our consultancy agreement, including your scope of work, compensation, and other relevant details. If you have any inquiries or need further clarity, please feel free to reach out.

Your acceptance of this appointment signifies your commitment to the terms outlined. Kindly sign and return this letter by [Acceptance Deadline] to indicate your agreement.

We look forward to a productive partnership.

Sincerely,

[Your Name]

[Your Title]

[Company Name]