Consultant Agreement Letter

Dear [Consultant Name],

We are pleased to offer you a consultancy position with our organization, [Company Name], based on the terms and conditions outlined in this agreement letter.

Services to be provided: As a consultant, you will provide [insert details of services to be provided], as mutually agreed upon by both parties.

Term: This agreement shall be effective from [start date] and shall continue until [end date] unless earlier terminated by either party upon written notice.

Compensation: You will be paid a total amount of [insert compensation details, such as hourly rate, daily rate, or project-based fee] for your services. This compensation will be paid [insert frequency of payment, such as weekly, bi-weekly, or monthly]. All taxes, fees, and other expenses shall be your sole responsibility.

Confidentiality: You agree to keep confidential all information and data provided to you by [Company Name], its affiliates, or its clients, and to use such information solely for the purpose of providing the services under this agreement.

Intellectual property: Any intellectual property developed by you during the course of your services under this agreement shall be the property of [Company Name].

Termination: Either party may terminate this agreement at any time for any reason upon giving [insert notice period, such as 30 days] prior written notice to the other party.

Governing law: This agreement shall be governed by and construed in accordance with the laws of [insert governing law jurisdiction].

Entire agreement: This agreement constitutes the entire agreement between the parties and supersedes all prior negotiations, understandings, and agreements between the parties with respect to the subject matter hereof.

Please indicate your acceptance of the terms of this agreement by signing and returning a copy of this letter.

We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Company Name]