

Detailed Work Scope Letter for Contract Employees

Subject: Detailed Work Scope Agreement for Contractual Role

Dear [Recipient's Name],

This letter outlines the detailed scope of your contractual work with [Company Name]. Your responsibilities include:

1. [Task 1]
2. [Task 2]
3. [Task 3]

The expected duration of this contract is [start date] to [end date], with work hours from [hours]. Any deviations from the assigned duties require written approval from [Manager/Supervisor].

Please sign and return a copy of this letter to confirm your acceptance.

Sincerely,

[Your Name]

[Position]

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