

Heartfelt Job Scope Agreement Letter

Subject: Excited to Collaborate â€” Job Scope Agreement

Dear [Recipientâ€™s Name],

We are thrilled to have you on board for [Project/Position]. This letter outlines your role and responsibilities, which include [list of responsibilities].

We believe your skills and dedication will make a significant impact. Please review the scope carefully and confirm your acceptance. We are excited to start this journey together.

Warm regards,

[Your Name]

[Position]

Get more templates here:

<https://www.lettersandtemplates.com/letters/job-or-work-scope-agreement-letter>