

Welcome Message for Independent Contractor

Subject: Welcome - Contract Assignment with [Company Name]

Dear [Contractor Name],

Welcome to [Company Name]! We're excited to begin working with you on the [Project Name] project as an independent contractor. Your expertise in [Field/Skill] makes you an ideal partner for this assignment.

Your contract period begins [Date] and runs through [End Date], with deliverables outlined in your signed agreement. Your primary contact will be [Project Manager Name], who will coordinate project details and answer questions.

As a contractor, you'll need to handle your own tax obligations and insurance coverage. Please ensure you have appropriate professional liability coverage for this engagement. Payment terms are outlined in your contract, with invoices due [Payment Schedule].

You'll receive access to necessary systems and resources within 24 hours of your start date. Due to confidentiality requirements, you'll need to sign additional NDAs before accessing certain project materials.

While you're not a direct employee, we encourage professional collaboration and open communication. Regular check-ins with your project manager will ensure deliverables meet our expectations and timeline requirements.

Please confirm your start date and let us know if you need any clarification about project scope or expectations before beginning work.

We look forward to a successful partnership!

Best regards,

[Contract Manager Name]

[Company Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/job-welcome-letter>