

Short-Term Project-Based Contract Offer

Subject: Contract Offer - [Project Name]

Dear [Candidate Name],

We would like to engage your services as an independent contractor for our upcoming project, [Project Name]. Your expertise in [specific skill/area] makes you an ideal fit for this assignment.

Project Overview:

- Project: [Project Name]
- Duration: [Start Date] to [End Date]
- Deliverables: [List key deliverables]
- Compensation: [Fixed amount/Hourly rate]
- Payment Terms: [Payment schedule and milestones]

This contract position is project-based and will conclude upon successful completion and acceptance of all deliverables. You will work independently with periodic check-ins with [Project Manager Name]. All work must be completed by the specified deadline.

The scope of work, detailed deliverables, payment terms, and intellectual property rights are outlined in the attached Statement of Work and Contract Agreement. As an independent contractor, you will be responsible for your own taxes, insurance, and equipment.

Please confirm your acceptance by signing and returning this letter along with the contract documents by [Date]. A 50% deposit will be processed upon contract signing, with the remainder paid upon project completion.

We look forward to collaborating with you on this exciting project.

Best regards,

[Your Name]

[Your Title]

[Company Name]

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