

Remote Contract Position Offer - Tech Industry

Subject: Remote Contract Opportunity - [Position Title]

Dear [Candidate Name],

Following our recent discussions, we are excited to offer you a remote contract position with [Company Name] as [Position Title]. Your technical expertise and remote work experience make you an excellent fit.

Contract Terms:

- Position: [Title]
- Location: Fully Remote
- Duration: [Number] months ([Start Date] - [End Date])
- Time Zone Requirements: [Specify if any]
- Core Hours: [If applicable]
- Compensation: [Annual/Monthly amount]
- Equipment: [Company-provided/Own equipment]

You will be joining our distributed team and working on [project/product description]. Daily standups will be at [time] via video conference, and you'll collaborate using [tools/platforms]. We maintain an asynchronous work culture that values output over hours logged.

As a remote contractor, you'll receive access to our project management tools, communication platforms, and technical infrastructure on your first day. The IT team will coordinate with you to ensure a smooth onboarding.

The comprehensive contract agreement is attached, covering confidentiality, intellectual property, and termination clauses. Please review, sign, and return all documents by [Date].

We're thrilled to have you join our remote team and look forward to your contributions.

Best,

[Your Name]

[Your Title]

[Company Name]

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