

[Your Company Letterhead]

[Date]

[Consultant's Name]

[Consultant's Address]

[City, State, Zip Code]

Dear [Consultant's Name],

Subject: Appointment as [Consultant Position]

We are pleased to inform you that you have been appointed as a consultant for [Project/Consulting Area] at [Your Company Name]. Your appointment is effective from [Start Date] and will continue until [End Date/Project Completion].

The terms of your engagement are as follows:

1. ****Scope of Services:****

You will be responsible for [brief description of services to be provided].

2. ****Compensation:****

You will receive [amount] per [hour/day/project], payable [monthly/upon completion/etc.].

3. ****Confidentiality:****

You agree to maintain the confidentiality of all proprietary information obtained during your engagement.

4. ****Termination:****

Either party may terminate this agreement with [number of days] notice. Please sign below to acknowledge your acceptance of this appointment and the terms outlined above.

We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Consultant's Signature: _____

Date: _____