

[Your Company Letterhead]

[Date]

[Consultant's Name]

[Consultant's Address]

[City, State, Zip Code]

Dear [Consultant's Name],

Subject: Appointment as [Consultant Position Title]

We are pleased to formally offer you the position of [Consultant Position Title] with [Your Company Name], effective [Start Date].

In this role, you will be responsible for [brief description of responsibilities]. Your expertise in [specific area] will be invaluable to our team and contribute to our projects.

Your compensation will be [financial details], payable [monthly/bi-weekly/etc.]. Additionally, you will be entitled to [any other benefits, if applicable].

Please sign below to acknowledge your acceptance of this appointment. We look forward to your contributions and welcome you to our team!

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]

I, [Consultant's Name], accept the appointment as [Consultant Position Title] at [Your Company Name].

Signature: _____

Date: _____