

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Consultant Appointment Notification

We are pleased to inform you that you have been appointed as a Consultant for [Project/Area of Responsibility] at [Your Company Name].

Your appointment will commence on [Start Date], and we anticipate your contributions to significantly enhance our efforts in [specific goals or projects]. As discussed, your primary responsibilities will include:

- [Responsibility 1]

- [Responsibility 2]

- [Responsibility 3]

Please find attached the terms of your consultancy agreement for your review. We are excited to have you on board and look forward to your insights and expertise.

If you have any questions or need further clarification, please feel free to reach out to us at [Your Phone Number] or [Your Email Address].

Welcome aboard!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]