

[Your Company's Letterhead]

[Date]

[Consultant's Name]

[Consultant's Address]

[City, State, Zip Code]

Dear [Consultant's Name],

We are pleased to formally engage you as a consultant for [Project/Service Name] at [Company Name]. This letter outlines the terms and conditions of your engagement.

****Position:**** Consultant

****Effective Date:**** [Start Date]

****Duration:**** [Length of Engagement]

****Scope of Work:**** [Brief description of the scope of work]

****Compensation:**** [Details of compensation structure, including hourly rate or project fee]

****Payment Terms:**** [Payment schedule, e.g., monthly invoices, upon project milestones]

****Confidentiality:**** [Brief mention of confidentiality obligations]

****Termination Clause:**** [Conditions under which the engagement may be terminated]

Please sign and return a copy of this letter to confirm your agreement to the terms outlined above.

We look forward to working with you and appreciate your expertise in this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Your Contact Information]

****Acknowledged and Agreed:****

[Consultant's Name]

[Consultant's Signature]

[Date]