

[Your Company's Letterhead]

[Date]

[Consultant's Name]

[Consultant's Address]

[City, State, Zip Code]

Dear [Consultant's Name],

Subject: Appointment as Consultant

We are pleased to inform you that you have been appointed as a Consultant for [Project/Service] at [Company Name]. Your expertise and skills will be instrumental in achieving our goals, and we look forward to your contributions.

**\*\*Details of Appointment:\*\***

- **\*\*Position:\*\*** Consultant
- **\*\*Effective Date:\*\*** [Start Date]
- **\*\*Duration:\*\*** [Duration of Appointment]
- **\*\*Compensation:\*\*** [Details of Payment/Fees]
- **\*\*Reporting To:\*\*** [Supervisor's Name/Position]

Your role will involve the following responsibilities:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Please confirm your acceptance of this appointment by signing and returning a copy of this letter by [Response Deadline].

We are excited to welcome you to our team and are confident that your expertise will significantly benefit our organization.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

**\*\*Acknowledgment:\*\***

I, [Consultant's Name], accept the terms and conditions outlined above.

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[Consultant's Signature]

[Date]