

[Your Company Letterhead]

[Date]

[Consultant's Name]

[Consultant's Address]

[City, State, Zip Code]

Dear [Consultant's Name],

Subject: Appointment as Consultant

We are pleased to officially appoint you as a Consultant for [Project/Service Name] within [Your Company Name], effective [Start Date].

In this role, you will be responsible for [briefly outline primary responsibilities and expectations]. Your expertise in [mention relevant skills/experience] will be invaluable to our team.

The terms of your engagement will be as follows:

- ****Duration****: [Specify duration of the appointment]
- ****Compensation****: [Provide details of payment structure]
- ****Reporting Structure****: You will report to [Supervisor's Name/Title].

Please confirm your acceptance of this offer by signing and returning a copy of this letter by [Response Due Date].

We look forward to working with you and believe your contributions will significantly impact our success.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Enclosure: Copy of the letter for signature]