

# INDEPENDENT CONTRACTOR ENGAGEMENT LETTER

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\_\_\_\_\_ [Company Representative's Name]  
\_\_\_\_\_ [Company Representative's Title]  
\_\_\_\_\_ [Company Name]  
\_\_\_\_\_ [Company Address]  
\_\_\_\_\_ [City, State, Zip Code]  
\_\_\_\_\_ [Phone]  
\_\_\_\_\_ [Email]  
\_\_\_\_\_ [Date]

\_\_\_\_\_ [Contractor's Name]  
\_\_\_\_\_ [Contractor's Address]  
\_\_\_\_\_ [City, State, Zip Code]

Dear \_\_\_\_\_ [Contractor's Name],

I am pleased to confirm our engagement of your services as an independent contractor for \_\_\_\_\_ [Company Name] (the "Company"). This letter outlines the terms and conditions of our agreement:

**1. Services to be Provided:** You will provide \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
[Describe the nature of services or project deliverables].

**2. Contract Term:** This engagement shall commence on \_\_\_\_\_ [Start Date] and continue until \_\_\_\_\_ [End Date], unless terminated earlier as provided herein.

**3. Compensation:** You will be compensated \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
[Outline rate or fee structure].

You shall be paid \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
[Outline payment schedule, if applicable].

**4. Independent Contractor Status:** You acknowledge and agree that you are an independent contractor and not an employee of the Company. As such, you will be responsible for your own taxes, insurance, and benefits.



**5. Confidentiality:** You agree to maintain the confidentiality of any proprietary or confidential information belonging to the Company or its clients.

**6. Termination:** Either party may terminate this agreement upon \_\_\_\_\_ days' written notice or immediately for cause.

**7. Miscellaneous:** This agreement constitutes the entire understanding between the parties and supersedes any prior agreements or understandings. This agreement may be amended only in writing signed by both parties.

Please sign, date, and return a copy of this letter to indicate your acceptance of the terms and conditions of our engagement. If you have any questions or need further clarification, please do not hesitate to contact me.

We look forward to working with you and appreciate your valuable expertise.

Sincerely,

\_\_\_\_\_ [Company Representative's Name]  
\_\_\_\_\_ [Company Representative's Title]  
\_\_\_\_\_ [Company Name]

Signature: \_\_\_\_\_  
Date \_\_\_\_\_

Signed and acknowledged by:

\_\_\_\_\_ [Contractor's Name]

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

