

[Date]

[Contractor Name]
[Contractor Address]
[City, State, Zip]

Dear [Contractor Name],

Welcome! We are pleased to engage your services as an independent contractor for [Company Name]. We look forward to the expertise you will bring to the [Project Name/Department] project.

Your primary point of contact during this engagement will be [Manager Name], who can be reached at [Email Address] or [Phone Number].

Please ensure that the following items are completed and returned before you begin work:

- Signed Independent Contractor Agreement
- Completed Form W-9
- [Additional Required Document]

As an independent contractor, you will be responsible for submitting invoices according to the schedule outlined in your agreement. Please send all invoices to [Billing Email Address].

We are excited to work with you and look forward to a successful collaboration.

Sincerely,

[Your Name]
[Your Title]
[Company Name]