

[Date]

[Consultant Name]

[Address]

[City, State, Zip Code]

Subject: Welcome and Orientation for [Project Name/Consultancy Role]

Dear [Consultant Name],

Welcome to [Company Name]. We are pleased to have you join us as a Freelance Consultant for the [Project Name] project. This letter provides the essential information you need to begin your engagement with us.

1. Project Overview

Your primary objective will be [Briefly describe main goal]. Your initial point of contact for project-specific tasks will be [Manager Name] at [Email Address].

2. Communication Channels

We utilize the following tools for collaboration:

- Email: [Primary email for correspondence]
- Instant Messaging: [Slack/Teams/Other]
- Project Management: [Trello/Asana/Jira]

3. Reporting and Deliverables

Please submit your progress reports on a [Weekly/Bi-weekly] basis. All final deliverables should be uploaded to [Shared Drive Link/Folder Name] by the agreed-upon deadlines.

4. Invoicing and Payment

Invoices should be sent to [Email Address] on the [Date] of each month. Please ensure your invoice includes your consultant ID, project code, and a breakdown of hours or milestones completed. Payments will be processed within [Number] days of receipt.

5. Documentation

Please ensure you have signed and returned the following:

- Consulting Agreement
- Non-Disclosure Agreement (NDA)
- Tax Forms (W-9 / W-8BEN)

We look forward to your contributions. If you have any questions regarding this orientation, please feel free to reach out.

Best regards,

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