

[Date]

[Freelancer Name]

[Address]

[City, State, Zip Code]

Dear [Freelancer Name],

Welcome to [Company Name]! We are excited to have you join us as a freelance professional for the [Project Name/Department] project.

We selected you because of your expertise in [Specific Skill], and we look forward to the contributions you will make to our upcoming goals. Your primary point of contact during this engagement will be [Manager Name], who can be reached at [Email Address].

Please find the following information to help you get started:

- **Project Scope:** [Link or Attachment]
- **Communication Tools:** [Slack/Email/Teams]
- **Reporting Schedule:** [Weekly/Bi-weekly]
- **Invoice Submission:** [Date/Process]

Please ensure that all signed contracts and tax documents are returned to [Department Name] before your start date of [Start Date].

If you have any questions, feel free to reach out. We are happy to have you on board!

Best regards,

[Your Name]

[Your Title]

[Company Name]