

Subject: Welcome to [Company Name] - [Project Name]

Dear [Contractor Name],

Welcome to [Company Name]. We are pleased to have you join us as a short-term contractor for the [Project Name] project.

Your contract is scheduled to begin on [Start Date] and is estimated to conclude on [End Date]. During this period, your primary point of contact will be [Manager Name], who will assist you with project specifics and deliverables.

To help you get started, please find the following information:

- **Work Schedule:** [Hours/Days per week]
- **Location:** [Remote / Office Address]
- **Reporting Instructions:** [Link to software or meeting details]

Please ensure that all signed paperwork and identification documents are submitted to [Department/Email] by [Date].

We look forward to your contributions to the team.

Best regards,

[Your Name]

[Your Title]

[Company Name]