

[Date]

[Consultant Name]

[Consultant Address]

[City, State, Zip Code]

Dear [Consultant Name],

Welcome to [Company Name]. We are pleased to have you join us as a Freelance Human Resources Consultant.

Your expertise will be instrumental in helping us achieve our goals regarding [mention specific project or HR area, e.g., recruitment, policy development, or employee relations]. We look forward to the fresh perspective and professional insights you will bring to our team.

To help you get started, please find the following details regarding your engagement:

- **Primary Contact:** [Name of Manager/Point of Contact]
- **Start Date:** [Date]
- **Project Scope:** [Briefly mention the main task]

Attached to this letter, you will find our introductory onboarding materials and access credentials for the necessary systems. Please review these at your earliest convenience.

We are excited to begin this collaboration. If you have any questions before your start date, please feel free to reach out to me directly at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company Name]