

[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 Compensation and Benefits Consultant.

Your expertise will be instrumental in helping us evaluate and optimize our current total rewards programs. We look forward to your insights regarding our [mention specific projects, e.g., salary benchmarking, health benefits audit, or incentive structures].

As discussed, your primary point of contact will be [Manager Name]. They will provide you with the necessary documentation and access to systems required to begin your assignment on [Start Date].

We are confident that your contributions will provide significant value to our HR strategy. If you have any questions before your start date, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Company Name]