

[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 Organizational Development Consultant.

Your expertise will be instrumental in helping us achieve our goals regarding [Specific Project or Department]. We look forward to your insights on our current organizational structures and your recommendations for improvement.

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

- **Point of Contact:** [Manager Name] at [Email/Phone]
- **Start Date:** [Date]
- **Project Scope:** [Briefly mention the primary focus]
- **Access/Tools:** [List any software or internal access provided]

We have scheduled an initial briefing on [Date] at [Time] via [Meeting Platform/Location] to discuss the project roadmap and introduce you to the key stakeholders.

We are excited to work with you and look forward to your contributions to our organizational growth.

Sincerely,

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