

[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 Employee Relations Consultant.

Your expertise will be instrumental in helping us maintain a positive workplace environment and strengthening our internal communication strategies. We look forward to the insights you will bring to our current projects.

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

- **Primary Point of Contact:** [Manager Name]
- **Project Start Date:** [Date]
- **Onboarding Meeting:** [Time/Link]

Attached to this email, you will find the necessary documentation regarding our company policies and the specific scope of work for your initial assignment. Please review and return the signed copies at your earliest convenience.

We are excited to work with you. If you have any questions before your start date, please feel free to reach out.

Best regards,

[Your Name]

[Your Title]

[Company Name]