

[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 Diversity and Inclusion Consultant.

We look forward to your expertise in helping us foster a more inclusive workplace. Your insights will be vital in reviewing our current practices and implementing strategies that support our commitment to equity and belonging.

Your primary point of contact during this project will be [Manager Name], [Job Title]. We have scheduled an introductory meeting on [Date] at [Time] via [Platform/Location] to discuss our initial objectives and timelines.

Attached you will find the necessary onboarding documents and our internal code of conduct. Please review and return the signed copies by [Date].

We are excited to begin this partnership and look forward to the positive impact your work will bring to our organization.

Best regards,

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