

[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 Technology Consultant.

Your expertise in HR technology will be instrumental in helping us achieve our goals for [Project Name/Specific System Implementation]. We look forward to your contributions in optimizing our HR systems and improving our digital workflows.

As discussed, your primary point of contact will be [Manager Name], who will assist you with onboarding and provide access to the necessary platforms and data. Your first project milestone is scheduled for [Date].

Please find the attached documentation regarding our internal communication tools and security protocols. If you have any immediate questions, feel free to reach out via email at [Email Address] or by phone at [Phone Number].

We are excited to work with you and look forward to a successful collaboration.

Best regards,

[Your Name]

[Your Title]

[Company Name]