

[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 Talent Acquisition Consultant.

Your expertise will be instrumental in helping us identify and attract top talent to support our current growth initiatives. We look forward to your contributions to our recruitment process and employer branding efforts.

To help you get started, please find the following details regarding your onboarding:

- **Main Point of Contact:** [Hiring Manager Name]
- **Start Date:** [Date]
- **Project Scope:** [Brief mention of specific roles or departments]
- **Communication Channels:** [e.g., Slack, Email, Microsoft Teams]

Our team will schedule a kickoff meeting shortly to discuss our hiring priorities, internal workflows, and access to our Applicant Tracking System (ATS).

If you have any questions before your start date, please feel free to reach out to me directly.

We are excited to work with you.

Best regards,

[Your Name]

[Your Title]

[Company Name]