

[Date]

[Consultant Name]
[Consultant Address]
[City, State, Zip Code]

Dear [Consultant Name],

Welcome to [Company Name]. We are pleased to engage your services as a Freelance Performance Management Consultant.

Your expertise will be instrumental in helping us refine our performance evaluation processes and enhance our overall organizational productivity. We look forward to the insights you will bring to our team during this collaboration.

As discussed, your primary points of contact will be [Contact Person Name] from the [Department Name] department. They will provide you with the necessary access to our internal systems, documentation, and relevant stakeholders to ensure a smooth start to your project.

Please find attached the initial project roadmap and a schedule for our first briefing meeting on [Date/Time].

We are excited to have you on board and look forward to a successful partnership.

Best regards,

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