

[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 Workplace Compliance Consultant.

Your expertise will be vital in ensuring our operations meet all regulatory standards and safety requirements. We look forward to your professional insights regarding our current policies and procedures.

As discussed, your primary contact during this project will be [Manager Name], who will provide you with the necessary access to our documentation and facilities. Please find your onboarding schedule and initial project brief attached to this email.

We are excited to work with you and look forward to your contributions toward maintaining a compliant and safe workplace.

Sincerely,

[Your Name]

[Your Title]

[Company Name]