

[Date]

[Contractor Name]

[Address]

[City, State, Zip Code]

Dear [Contractor Name],

Welcome to [Company Name]. We are pleased to engage your professional services as an independent contractor for the [Project Name/Department] starting on [Start Date].

We are looking forward to the expertise you bring to this project. As discussed, your primary point of contact during this engagement will be [Manager Name], who can be reached at [Email/Phone Number].

Please find below the initial steps for your onboarding:

- **Documentation:** Ensure the signed Professional Services Agreement and [W-9/Tax Form] are returned.
- **System Access:** You will receive credentials for [Software/System] via a separate email.
- **Reporting:** Invoices should be submitted [Weekly/Monthly] to [Email Address].

Our team is excited to collaborate with you to achieve our goals for [Project Description]. If you have any questions regarding your contract or the project scope, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Company Name]