

[Company Letterhead/Logo]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Verification of Independent Contractor Relationship

To Whom It May Concern,

This letter is to verify that [**Contractor Full Name**], operating as [**Contractor Business Name, if applicable**], is currently performing services for [**Your Company Name**] as an Independent Contractor.

The details of the professional arrangement are as follows:

- **Contract Start Date:** [Start Date]
- **Contract End Date:** [End Date or "Ongoing"]
- **Nature of Services:** [Brief Description of Services Provided]
- **Payment Structure:** [e.g., Fixed Project Fee / Hourly Rate]

Please be advised that [Contractor Name] is not an employee of [Your Company Name]. As an independent contractor, they are responsible for their own self-employment taxes, insurance, and equipment. They do not receive company-sponsored benefits or a Form W-2; instead, their earnings are reported via Form 1099-NEC (if applicable).

Should you require any further information, please feel free to contact the Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of HR Representative]

[Title]

[Your Company Name]