

Date: [Current Date]

To Whom It May Concern,

This letter is to confirm that [**Contractor Name**] was engaged as an independent contractor for [**Your Company Name**].

The details of the service agreement are as follows:

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Role/Service Provided:** [Job Title or Description of Services]

During this period, [Contractor Name] operated as a self-employed individual and was not classified as an employee of [Your Company Name]. As such, they were responsible for their own taxes, insurance, and equipment.

If you require any further information, please feel free to contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]
[Company Name]