Detailed Work Scope Letter for Contract Employees

| Subject: Detailed Work Scope Agreement for Contractual Role |
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| Dear [Recipient's Name], |
| This letter outlines the detailed scope of your contractual work with [Company Name]. Your |
| responsibilities include: |
| 1. [Task 1] |
| 2. [Task 2] |
| 3. [Task 3] |
| The expected duration of this contract is [start date] to [end date], with work hours from [hours]. Any |
| deviations from the assigned duties require written approval from [Manager/Supervisor]. |
| Please sign and return a copy of this letter to confirm your acceptance. |
| Sincerely, |
| [Your Name] |
| [Position] |

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