

Formal Agreement Letter for Freelancers

Subject: Freelancer Job Scope Agreement

Dear [Freelancer's Name],

This letter serves as an official agreement regarding the scope of work you will perform for [Company/Project]. Your tasks include [list tasks] with completion deadlines of [dates]. Payment terms are as agreed: [payment details].

All intellectual property and deliverables remain the property of [Company Name]. Any changes to the scope must be approved in writing.

Kindly confirm your agreement by replying or signing below.

Best regards,

[Your Name]

[Position]

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