

Appointment letter for project-based contract

Subject: Contractual Appointment for Project Assignment

Dear [Employee's Name],

We are pleased to offer you an appointment as [Role] for our [Project Name] at [Company/Organization]. This appointment is purely on a contractual basis and is limited to the duration of the project, expected to run from [Start Date] to [End Date].

You will be paid a consolidated amount of [Salary/Payment Terms] for your services, subject to satisfactory performance and adherence to company policies.

Kindly sign and return this letter to indicate your acceptance of the terms of this contract.

Warm regards,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/sample-of-appointment-letter-for-contract-basis-staff-or-employee>