

# Sample Offer Letter For Contract Employee

[Your Company Logo]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Date]

[Contract Employee Name]

[Contract Employee Address]

[City, State, ZIP Code]

Dear [Contract Employee Name],

Re: Offer of Employment as Contract Employee

We are pleased to offer you a contract position at [Company Name]. We believe that your skills and experience align perfectly with our requirements, and we are excited to have you join our team.

## 1. Position Details:

Position Title: [Contract Position Title]

Department: [Department Name]

Contract Duration: [Start Date] to [End Date]

Working Hours: [Number of Hours per Week]

## 2. Compensation:

Your compensation for this contract position will be [Contract Salary/Rate] per [hour/week/month].

Payments will be made [bi-weekly/monthly] via [Payment Method].

## 3. Benefits:

As a contract employee, you will not be eligible for traditional employee benefits. However, we will ensure that you have a conducive working environment and access to any necessary resources for the successful completion of your assigned tasks.

## 4. Duties and Responsibilities:

Your main responsibilities will include, but are not limited to:

[List the main duties and tasks associated with the position]

5. Confidentiality Agreement:

As a contract employee, you will be required to sign a confidentiality agreement to protect the sensitive information and proprietary data of our organization.

6. Non-Disclosure Agreement:

You will also be required to sign a non-disclosure agreement (NDA) to ensure the protection of any confidential information that you may come across during the course of your work.

7. Termination Clause:

This contract may be terminated by either party with [X] days' notice or as stipulated in the terms and conditions of the agreement.

8. Onboarding and Start Date:

Your onboarding process will begin on [Onboarding Date], and your official start date will be on [Start Date].

Please signify your acceptance of this offer by signing and returning a copy of this letter by [Acceptance Deadline Date]. If you have any questions or require further information, feel free to contact [Your Name] at [Your Contact Number] or [Your Email Address].

We look forward to having you join our team and contribute to the success of [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Your Phone Number]

[Your Email Address]

I hereby accept the terms and conditions outlined in this contract offer:

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[Contract Employee Name]

[Date]