**Appointment Letter Format for Consultant**

[Your Company Letterhead]

[Date]

[Consultant's Name]

[Consultant's Address]

[City, State, ZIP Code]

Dear [Consultant's Name],

We are pleased to extend an offer to you for the position of Consultant at [Your Company Name]. This letter serves as a formal confirmation of your appointment, and we are enthusiastic about the prospect of working with you.

Your employment details are as follows:

Position: Consultant

Department: [Department or Area of Consultation]

Date of Commencement: [Date]

Reporting To: [Supervisor's Name or Department Head]

Compensation: [Consulting Fee or Compensation Terms]

As a Consultant, you will be providing your expertise and insights to assist our company in [Specify the area or scope of your consultancy, e.g., strategic planning, marketing, technology, etc.]. Your primary responsibilities will include:

Analyzing [Relevant Issues] and providing expert recommendations.

Collaborating with [Internal/External Stakeholders] to achieve the desired objectives.

Delivering regular progress reports and updates to [Supervisor's Name].

Adhering to the confidentiality and terms of the consulting agreement.

Any additional responsibilities or tasks specific to the consultancy.

The duration and terms of this consultancy are outlined in the attached consultancy agreement, which you are required to sign and return as an acceptance of this offer. You are also expected to provide any necessary documents and information to complete the onboarding process, such as [List any required documents or information].

This offer is contingent upon the successful completion of any background checks, reference verifications, or any other conditions specified in the consultancy agreement.

We look forward to your valuable contributions and expertise as a Consultant at [Your Company Name]. If you have any questions or require further information, please do not hesitate to contact our HR department at [HR Department Contact Information].

Congratulations once again, and we are excited to embark on this consulting journey with you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Company Phone Number]

[Company Email Address]