

[Your Company Logo, if applicable] **Creativity Unleashed** [Your Company Address] [Your Company Website] | [Your Company Phone Number] | [Your Company Email]

[Date]

[Candidate's Full Name] [Candidate's Address]

**Subject: Offer of Engagement for the [Position Title] Role with Acme**

Dear [Candidate Name],

Following our recent discussions, we at **Creativity Unleashed** are delighted to formally extend this offer for a contract position as a **[Position Title]**. This role is in service of our valued client, **Acme**. We were thoroughly impressed with your skills and experience during the interview process and believe you will be a significant asset to this project.

This letter outlines the primary terms and conditions of this engagement.

## Summary of Terms

- **Client:** Acme
- **Position:** [Position Title]
- **Agency:** This engagement is managed through the **Skyline** project services division at Creativity Unleashed.
- **Start Date:** Your anticipated start date is **October 18, 2025**.
- **Contract Duration:** The initial term for this engagement is **6 [e.g., months]**. This agreement may be extended by mutual consent.
- **Compensation:** Your rate for the services provided will be **\$99 per [e.g., hour]**. Invoices should be submitted [e.g., bi-weekly] and will be paid on a [e.g., Net 30] basis.
- **Scope & Requirements:** Your primary responsibilities will focus on **[e.g., High-level analysis and hands-on development for the project]**. A detailed Statement of Work (SOW) will be provided in the formal agreement.
- **Reporting Structure:** You will report to **[Manager's Name]**, [Manager's Title] at [Acme / Creativity Unleashed].
- **Location:** [e.g., This is a fully remote position / This position is based at the Acme office located at [Client Address]].

Please note, this offer is contingent upon the successful completion of **[e.g., a background check and the signing of our Independent Contractor Agreement]**.

We are very excited about the prospect of you bringing your expertise to the Acme project. We believe this is an excellent opportunity and look forward to a successful and productive collaboration.

To accept this offer, please sign and return a copy of this letter by **[Response Deadline, e.g., EOD on Month Day, Year]**. Upon receipt, we will forward the formal Independent Contractor Agreement for your review and signature.

Should you have any questions, please do not hesitate to contact me directly.

Sincerely,

## Acceptance of Offer

I, **[Candidate's Full Name]**, have read, understood, and accept the terms of this offer of engagement.

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Creativity Unleashed