

[Your Company Logo] **Creativity Unleashed** [Your Company Address] [Your Company Phone Number] [Your Company Email]

[Date]

[Contractor/Freelancer Full Name] [Contractor/Freelancer Address] [Contractor/Freelancer Email]

## Subject: Offer of Fixed-Term Engagement: Creative Designer

Dear [Contractor/Freelancer Name],

Following our recent discussions, we at **Creativity Unleashed** are delighted to formally offer you a fixed-term engagement. We were highly impressed with your skills and believe you will be a valuable asset to our project team.

This letter outlines the terms and conditions of this engagement for your review.

## Summary of Engagement

- Position:** Creative Designer
- Client:** The work will be performed for our client, **Mani**.
- Agency:** **Creativity Unleashed** will manage this contract and be your primary point of contact.
- Engagement Period:** This is a **fixed-term engagement** for a period of **six (6) months**.
  - Start Date:** **October 1, 2025**
  - End Date:** **March 31, 2026**
- Scope of Services:** Your primary responsibilities will focus on, but are not limited to, the following for the designated client:
  - Ad Design
  - Creative UI
  - [Optional: Add another brief, high-level responsibility if needed]
- Compensation:** Your professional fee for services rendered will be **\$200 per month**.
- Payment Terms:** Fees will be paid [e.g., on the last business day of each month] upon receipt of a valid invoice. Please submit all invoices to [Accounts Payable Email or Contact Person].
- Reporting:** You will report to [Project Manager/Your Name] for all project-related tasks and deliverables.

## Independent Contractor Status

Please note that this offer is for an independent contractor engagement. You will be responsible for your own taxes, insurance, and work equipment. You will not be considered an employee of **Creativity Unleashed** or our client, **Mani**.

## Confidentiality

During your engagement, you may have access to confidential information belonging to

**Creativity Unleashed** and our client. You agree not to disclose this information to any third

## Acceptance of Offer

We are very excited about the prospect of working with you. To accept this offer, please sign and date the acceptance section below and return a scanned copy to us via email at **[Your Company Email]** by **[Offer Expiration Date, e.g., September 20, 2025]**.

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

Sincerely,

[Your Name] [Your Title] **Creativity Unleashed** [Your Company Phone Number]

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## ACCEPTANCE OF ENGAGEMENT

I, **[Contractor/Freelancer Full Name]**, have read, understood, and agree to the terms and conditions outlined in this offer letter.

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

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

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

Creativity Unleashed