

[Your Company Letterhead/Logo Here] **Creativity Unleashed** [Your Company Address] [Your Company Website]

Date: [Date of Offer]

[Candidate Name / Agency Name] [Candidate/Agency Address] [Candidate/Agency Email]

Subject: Offer of Fixed-Term Contract Engagement

Dear [Candidate Name],

Following our recent discussions, we at **Creativity Unleashed** are pleased to formally offer you a fixed-term contract engagement. We were impressed with your skills and believe you will be a valuable contributor to our client's project.

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

Position and Client

- Role:** [Contractor Role Title, e.g., Graphic Designer, Project Consultant]
- Client:** [Client Name]

Term of Engagement

- Start Date:** 17 June 2025
- End Date:** 16 August 2025
- Duration:** This is a fixed-term engagement for a period of **two (2) months**. There is no expectation of extension or renewal unless mutually agreed upon in writing.

Scope of Work & Deliverables

You will be responsible for providing the following services and deliverables:

- [Detailed description of the primary responsibility or project goal]
- [Specific deliverable or task #1, e.g., Develop a series of branding concepts for the project launch]
- [Specific deliverable or task #2, e.g., Provide consulting services on user interface design as per the project brief]
- [Add any other specific requirements or deliverables here]

Compensation

- Total Fee:** A fixed fee of **[Currency, e.g., USD] 1,000** for the entire two-month engagement.
- Payment Schedule:**
 - Option A (On Completion): The total fee will be payable upon successful completion and delivery of all items listed in the Scope of Work.
 - Option B (Monthly): The fee will be paid in two monthly installments of **[Currency] 500**.

- Option C (Milestones): Payment will be tied to specific project milestones as outlined in a separate agreement (Appendix A).
- **Invoicing:** Please submit your invoice(s) to [Accounts Payable Email or Contact Person]. All payments will be processed within [e.g., 15, 30] days of invoice receipt.

Relationship

It is understood that you are an **independent contractor** and not an employee of Creativity Unleashed or [Client Name]. You are responsible for your own tax obligations, insurance, and work equipment.

Confidentiality

During this engagement, you may have access to confidential information belonging to Creativity Unleashed and/or [Client Name]. You agree not to disclose this information to any third party, both during and after the term of this engagement.

Acceptance of Offer

To accept this offer, please sign, date, and return a scanned copy of this letter by **[Offer Expiry Date, e.g., 5 business days from the offer date]**.

We are excited about the possibility of working with you. Should you have any questions, please do not hesitate to contact me directly.

Sincerely,

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

Acceptance of Engagement

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

Signature: _____

Printed Name: _____

Date: _____