

[Creativity Unleashed] [Your Company Address] [Our Company Number] | [Our Company Email]
| [Your Company Website]

[Date]

[Candidate Full Name] [Candidate Address] [Candidate City, State, Zip Code]

Subject: Offer of Contract Engagement for the acme Project

Dear [Candidate Name],

Following our recent discussions, we at **Creativity Unleashed**, on behalf of our client **acme**, are delighted to formally extend this offer for a fixed-term contract engagement. We were highly impressed with your skills and are confident you will be a valuable asset to this project.

This letter outlines the primary terms of our proposed engagement for your review.

Position & Client

- **Position Title:** [Your Position Title, e.g., Senior Developer]
- **Client:** acme
- **Agency of Record:** skyline

Contract Term

- **Start Date:** October 18, 2025
- **Contract Duration:** This is a fixed-term engagement for an initial period of **six (6) months**. The possibility of an extension may be discussed as we approach the end of the term.

Compensation

- **Professional Fee:** Your professional fee will be **\$99 per [Hour/Day]**.
- **Invoicing & Payment:** Invoices should be submitted on a [e.g., bi-weekly, monthly] basis to [Accounts Payable Email Address]. Payments will be processed within [e.g., 15, 30] days of receipt of an approved invoice.

Scope of Services

Your key responsibilities and deliverables for the **acme** project will include, but are not limited to, the following:

- [Detailed, bulleted list of specific responsibilities]
- [Deliverable 1, e.g., Develop and implement front-end components]
- [Deliverable 2, e.g., Collaborate with the design team on UI/UX specifications]
- [Performance expectation, e.g., Adhere to project timelines and coding standards]

Acceptance of this Offer

We are very excited about the prospect of you joining our team for this important project. To accept this offer, please sign, date, and return a scanned copy of this letter by **[Offer Expiration Date, e.g., October 5, 2025]**.

Please note, this offer is contingent upon the successful signing of our standard Independent Contractor Agreement, which will be provided to you separately.

We look forward to a successful and productive collaboration. Should you have any questions, please do not hesitate to contact me directly.

Sincerely,

[Your Name] [Your Title] Creativity Unleashed [Our Company Email] [Our Company Number]

ACCEPTANCE OF OFFER

I, **[Candidate Full Name]**, have read, understood, and hereby accept the terms of this contract engagement as outlined above.

Signature: _____

Printed Name: _____

Date: _____