

# INDEPENDENT CONTRACTOR ENGAGEMENT LETTER

[Your Company Letterhead]

[Date]

[Independent Contractor's Name and Address]

Dear [Independent Contractor's Name],

We are pleased to engage you as an independent contractor to provide services to [Your Company Name] in accordance with the terms and conditions set forth in this letter ("Engagement Letter").

1. Services: You will provide the following services to [Your Company Name]:

[List the specific services that the independent contractor will perform]

2. Term: This engagement will begin on [Start Date] and will continue until completion of the services or [End Date], unless terminated earlier in accordance with the terms of this Engagement Letter.
3. Compensation: [Your Company Name] will pay you a fee of [Fee Amount] for your services as an independent contractor. You will invoice [Your Company Name] for the services you have rendered and payment will be made within [Number of Days] days of receipt of an invoice.
4. Independent Contractor Relationship: You acknowledge that you are an independent contractor and that you are not an employee, partner or agent of [Your Company Name]. You agree to pay all taxes and other expenses related to your performance of services under this Engagement Letter.

5. Confidentiality and Non-Disclosure: You agree to maintain the confidentiality of all confidential information disclosed to you by [Your Company Name] during the engagement and to not disclose or use such information for any purpose other than in connection with your performance of services under this Engagement Letter.
6. Termination: Either party may terminate this Engagement Letter at any time upon written notice to the other party. Upon termination, you will immediately return to [Your Company Name] all documents, data, and other materials provided to you in connection with the engagement.
7. Governing Law: This Engagement Letter will be governed by and construed in accordance with the laws of [Your State/Country].

If you agree to the terms of this Engagement Letter, please sign and return a copy to us. We look forward to working with you.

Sincerely,

[Your Name and Title]

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Accepted and agreed:

[Independent Contractor's Signature]

[Date]