[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Consultant Appointment Letter

Confirming a consultancy engagement in writing: the services, the fee, the term, and the terms of engagement.

[DD Month YYYY] **To:** [Employee name]

[Employee address line 1] [Employee address line 2] [Town or city], [Postal code]

Subject: Appointment as consultant - [Job title] **Dear** [Employee name]**,**

We are pleased to appoint you as a consultant to [Company name] **to provide** [Job title] **services. This is an engagement for services, not a contract of employment.**

Engagement summary

Services: _____ **Engagement start date:** _____

Engagement end date: _____ **Reports to:** _____

Fee: _____

Payment terms: _____

Services and deliverables

1. You will deliver: [Deliverables]**.**

2. You will provide your own equipment unless we agree otherwise in writing.

Fee: [Fee]**, payable** [Payment terms]**.**

You are responsible for your own tax and statutory contributions. Either party may end this engagement by giving [Notice period] **written notice.**

Please confirm your acceptance by signing below and returning this letter by [Acceptance due date]**.**

Yours sincerely,

[Authorised signatory name] [Authorised signatory job title]

[Company name]

[Contact telephone] [Contact email address]

Acceptance

I, [Employee name]**, accept the engagement on the terms set out in this letter.**

Signature: _____ **Name:** _____

Date of acceptance: _____