

Offer Letter for Freelancers

Brittney Merritt

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Innovatech Solutions
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[Today's Date]

Jolene Stanton

[Jolene's Address]
Creative City, Design State 54321

Dear Jolene Stanton,

I am pleased to extend to you the offer to join Innovatech Solutions as a Freelance Graphic Designer. After reviewing your portfolio and conducting our interviews, we are confident in your creative abilities and excited about the potential you bring to our team.

Project Details:

You will be tasked with designing digital marketing materials, including but not limited to, website graphics, social media posts, and email campaign visuals. The project is expected to start on [Project Start Date] and conclude by [Project End Date], with the possibility of extension based on project needs and your availability.

Compensation:

You will be compensated at a rate of \$[Rate] per hour. Invoices should be submitted on a bi-weekly basis, with payment rendered within 30 days of invoice submission.

Terms of Engagement:

This freelance position does not constitute an employment relationship between you and Innovatech Solutions. As such, it is understood that you will not be eligible for company benefits, including health insurance, paid vacation, or employee stock options. You will be responsible for your own taxes, insurance, and retirement savings.

Confidentiality and Intellectual Property:

You will be required to sign a Non-Disclosure Agreement (NDA) and an Intellectual Property (IP) Agreement prior to the commencement of the project, ensuring the confidentiality of our projects and the transfer of ownership of your work product to Innovatech Solutions.

Please confirm your acceptance of this offer by signing and returning this letter by [Response Deadline]. We are eager to welcome you aboard and look forward to a fruitful collaboration.

Should you have any questions or require further clarification on any aspect of this offer, please do not hesitate to contact me directly.

Welcome to the Innovatech Solutions team!

Warm regards,

Brittney Merritt
Director of Marketing
Innovatech Solutions

Accepted by:_____ **Date:**_____