

# Offer Letter for Contractual Employment

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**Emmanuel Downs**

Head of Contractual Hiring

InnovateTech Solutions

456 Tech Avenue

Silicon Valley, CA 94043

Email: e.downs@innovatetechsolutions.com

Phone: (555) 123-4567

[Date]

**Jerry Mcdaniel**

123 Future Lane

Tech City, CA 94088

Dear Jerry Mcdaniel,

I am pleased to extend to you the offer of employment on a contractual basis with InnovateTech Solutions. We were impressed with your background and skills, and we are excited about the potential contributions you can make to our team.

Position: Your position will be Senior Project Manager, reporting directly to the Head of Project Management.

Start Date: We would like you to start on [Start Date].

Contract Duration: This is a contractual position for a period of 12 months, with the possibility of renewal depending on project needs and performance.

Compensation: Your compensation will be \$[specific amount] per annum, payable in monthly installments.

Duties and Responsibilities:

Oversee project development from conception to completion.

Ensure projects are completed on time, within budget, and to quality standards.

Coordinate with cross-functional teams and stakeholders.

Confidentiality and Non-Disclosure Agreement: You will be required to sign a confidentiality and non-disclosure agreement to protect the proprietary information of our company and clients.

At-Will Employment: Please understand that your employment with InnovateTech Solutions is on an at-will basis, meaning either party can terminate the employment relationship at any time for any reason, subject to the terms of this contract.

Please confirm your acceptance of this offer by signing and returning this letter by [Deadline for Acceptance]. This offer is contingent upon your agreement to the terms and conditions mentioned and the completion of any requisite pre-employment checks.

We look forward to welcoming you to our team at InnovateTech Solutions. Should you have any questions or require further information, please do not hesitate to contact me directly.

Sincerely,

Emmanuel Downs  
Head of Contractual Hiring  
InnovateTech Solutions

Accepted by:  
Jerry Mcdaniel

Date:

Welcome to the team!

Sincerely,

[Signature]

Alex Johnson

Human Resources Manager

Bright Future Technologies, Inc.