

Company Inc.
1234 Buy Suite A
City, CA, 12345
www.company.com
guy@company.com
123-123-1234

September 26, 2015

Dear Person,

Company Inc is pleased to accept your consultancy services.

- Duties and Responsibilities- You will receive project guidance from the President, Some Guy.
- Salary - You will be paid as an independent contractor at a rate of \$20/hour. The Company will NOT make appropriate deductions from your salary for federal, state and local payroll withholding taxes.
- Benefits –This position does NOT include benefits.
- Proprietary Information and Inventions -You realize that, as a consultant of the Company, you may create, or have access to, confidential information, trade secrets, substances and inventions, etc. As a condition of commencing providing services, you will be required to sign and deliver the Company's standard form of Proprietary Information and Inventions Agreement.
- At-Will - If you choose to accept this offer, please understand that your employment is "at-will," voluntarily entered into and is for no specific period. As a result, you are free to resign at any time, for any reason or for no reason. Similarly, Company is free to conclude its "at-will" services agreement with you at any time, with or without cause.
- Independent Contractor- this is to confirm that you are considered an Independent Contract and not an Employee of Company Inc. or its affiliate. You will set your own hours, you will work outside of facilities provided by Company Inc. such as your own home.
- Hours of Work - We anticipate that you work from between 0 to 10 hours per week with a nominal work load of 4 hours per week. Charging more than 10 hours in any given week requires advanced authorization.

As a condition of employment, you are required to sign the Company Confidentiality and Proprietary Rights and Non-competition Agreement, a copy of which is enclosed for your review and signature.

We look forward to welcoming you to Company and trust that you will find this association both challenging And rewarding. We anticipate that you will start on or about September 26, 2015. Please indicate your acceptance by signing the enclosed copy of this letter. Please return the signed offer letter and Employee Confidentiality, Non-competition and Inventions Agreement to guy@company.com

Sincerely,



Hiring Manager
Manager, Company Inc.



Accepted: _____

Date: 9/26/2015