

Thomas Livee

me@example.me

Confirmation Letter

[Insert Date]

[Recipient's Full Name]

[Recipient's Address]

This letter is to confirm that Alex Johnson is engaged with Example Corp as a Software Consultant on a Freelance basis.

The engagement commenced on January 15, 2024 and is scheduled to continue December 31, 2024, subject to the terms and conditions outlined in the service agreement.

During the course of this engagement, Alex Johnson provides services related to software development and technical consulting.

The contractor is compensated at 5000 USD on a monthly basis. This engagement does not constitute an employment relationship, and no employment-related benefits are provided.

This letter is issued upon request for verification purposes only and does not modify or supersede the terms of the underlying agreement.

Should you require any additional information or verification, please feel free to contact Jane Smith at Human Resources.

Sincerely,

[Company Name]