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July 05, 2022

VIA EMAIL: [lucy.lu@ailegallaw.com](mailto:lucy.lu@ailegallaw.com)

Mrs. Jane Doe  
200 W Washington St  
Phoenix, AZ, 85003  
United States

**Re: Offer Letter for a Contractor Position**

Dear Mrs. Jane Doe,

aiLegal Law & Lu LLP (Templates), a/an TN Limited Liability Partnership, or any of its current or future subsidiaries, affiliates, successors or assigns (collectively, the “Company”), is pleased to offer you a paid contractor position in the Atlanta, GA office with the Company on the terms described below:

**1. Position.** You will start in a contractor position as Sales and your primary contact in the Company is the Company’s Sales Manager. By signing this letter, you confirm with the Company that you are under non contractual or other legal obligation that would prohibit you from performing your duties with the Company.

**2. Compensation.** The position start date will be July 12, 2022. You will be paid an **hourly** rate of **\$15**, payable on the Company’s regular payroll dates biweekly.

The position is for at least 20 hours per week and designated to be in the office during the Company's normal office hours, unless otherwise mutually agreed by you and the Company.

**3. Termination.** The contractor position will last from July 12, 2022 to December 12, 2022, and can be renewed in writing by both parties. Either party may terminate the contractor relationship, with or without reason, by written notice to the other party with a 2 weeks' notice. In the event this contractor relationship is terminated by either party, pro rata fees and unpaid expenses through the termination date shall be paid to the you promptly thereafter.

**4. Independent Contractor Relationship.** Your relationship with the Company will be that of an independent contractor and not that of an employee. You acknowledge and agree that you shall not be eligible for any employee benefits of the Company and you hereby expressly declines to participate in such employee benefits of the Company. You shall have full responsibility for applicable withholding taxes for all compensation paid to you under this Letter, and for compliance with all applicable labor and employment requirements with respect to your self-employment, sole proprietorship or other form of business organization. You agree to indemnify, defend and hold the Company harmless from any liability for, or assessment of, any claims or penalties with respect to such withholding taxes, labor, or employment requirements, including any liability for, or assessment of, withholding taxes imposed on the Company by the relevant taxing authorities with respect to any compensation paid to you.

**5. Miscellaneous.**

a. **Governing Law.** The validity, interpretation, construction and performance of this letter, and all acts and transactions pursuant hereto and the rights and obligations of the parties hereto shall be governed, construed and interpreted in accordance with the laws of state of GA without giving effect to principles of conflicts of law. The venue shall be State Court in Atlanta, GA.

b. **Entire Agreement.** This letter sets forth the entire agreement and understanding of the parties relating to the subject matter herein and supersedes all prior or contemporaneous discussion, understandings and agreements, whether oral or written, between them relating to the subject matter hereof.

c. **Counterparts.** This letter may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed as original, and all of which together shall constitute one and the same agreement. Execution of a facsimile copy will have the same force and effect as execution of an original, and a facsimile signature will be deemed an original and valid signature.

d. **Electronic Delivery.** The Company may, in its sole discretion, decide to deliver any documents or notes related to this Agreement by email or any other electronic means. You hereby consent to (i) conduct business electronically (ii) receive such documents and notices by such electronic delivery and (iii) sign documents electronically and agree to participate through an online or electronic system established and maintained by the Company or a third party designated by the Company.

To accept this job offer, please sign and date this job offer letter where indicated below and return us a signed copy **no later than July 05, 2022**. Please also bring your US passport/green card, employment authorization card, social security card, driver license, tag number and a void check for direct deposit set up on your first day of work for necessary administrative compliance. As required, your employment with the Company is also contingent upon your providing legal proof of your identity and authorization to work in the United States and pre-screening background check. **This offer, if not accepted, will expire at the close of business on July 05, 2022.**

We at aiLegal Law & Lu LLP (Templates) hope that you will accept this job offer and look forward to welcoming you aboard. Please feel free to contact me if you have any questions or concerns.

*On Behalf of aiLegal Law & Lu LLP (Templates)*

By:

Name: Lucy Lu

Title: Managing Partner

Date:

**Accept the Contractor Position Offer**

By signing and dating this letter below, I, Jane Doe, accept the offer of a contractor position of Sales at the Atlanta, GA office of aiLegal Law & Lu LLP (Templates).

**Jane Doe**

By:

Name: Jane Doe

Date: