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**EMAIL TEMPLATE FOR NEW HIRES & INITIAL CONTRACTOR AGREEMENT CONTRACT DIRECTIONS**

**SUBJECT LINE:**

ATTENTION! COMPANY NAME New Contractor Agreement! Please read agreement!

**EMAIL BODY:**

Hello Contractors Name! – Welcome to the Company Name Family!

 We are very excited that you have made the decision to come to work with Company Name as an Independent Contractor and want to get you started as quickly as possible. To initiate the on-boarding process, we start by forwarding you a copy of the Independent Contractor Agreement (attached).

Please review, then initial the first two pages of the agreement, then sign the final page, in blue ink (please note NO digital signatures are accepted) and upon signing return all 3 pages to:

**emailhandle@companyname.com**

 Once I receive this executed agreement back from you, then HR at Company Name will follow-up with another email and additional documents that must be completed. Please begin reviewing and working on these forms, so we can to get you fully on-boarded into our ABA services organization.

 Again, we are very excited to have you as a part of the Company Name Family and look forward to working with you in the future.

All the best,