

# VIRTUAL ASSISTANT HIRE LETTER

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**Date:** [Date]

**To:** [VA Full Name]

**From:** [Client Full Name]

**Business:** [Business Name]

**Re:** Official Offer of Virtual Assistant Position

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Dear [VA First Name],

It was great connecting with you through ScaleMate VA™, and I'm pleased to formally welcome you to the team.

This letter confirms that I would like to officially bring you on as my Virtual Assistant, effective **[Start Date]**.

## **Your Role: [Title of the Position]**

You'll be supporting me as a Virtual Assistant, with a primary focus on the following responsibilities:

- [Responsibility 1 — e.g. Inbox and calendar management]
- [Responsibility 2 — e.g. Lead follow-up and CRM updates]
- [Responsibility 3 — e.g. Social media scheduling and content support]
- [Add or remove as needed]

## **Hours and Availability**

You'll be working approximately **[X hours per week]**, with core availability expected between **[start time]** and **[end time]**, **[timezone]**, on **[days of the week]**.

## **Communication**

Our primary communication will happen through **[Slack / Email / WhatsApp / Teams — choose one]**. Please aim to respond to messages within **[X hours]** during working hours.

## **Compensation**

Your agreed rate is **[\$X per hour / \$X per month]**, paid **[weekly / bi-weekly / monthly]** via **[payment method]**.

### **Confidentiality**

As part of this role, you may have access to sensitive business information, client data, and internal processes. This information is strictly confidential and should not be shared with any third party, during or after this engagement.

### **Getting Started**

We'll use our first week to get you fully oriented. I'll walk you through the tools, processes, and priorities so you can hit the ground running. **ScaleMate VA™** will also be available to support us both through onboarding.

I'm looking forward to building something great together. Please confirm receipt of this letter and your acceptance of these terms by replying to this email with a simple **"I accept"** and your signature below.

**Client Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**VA Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_