

Subcontractor Agreement Policy

Date: [Insert Date]

To: [Subcontractor's Name]

[Subcontractor's Address]

Subject: Subcontractor Agreement

Dear [Subcontractor's Name],

This letter serves as a formal agreement between [Your Company Name] and [Subcontractor's Name] regarding the subcontracting of services for [Project Name/Description]. The following terms and conditions are hereby established:

1. Scope of Work

[Detailed description of the work to be performed by the subcontractor.]

2. Payment Terms

[Details regarding payment schedules, amounts, and methods.]

3. Duration

The contract will commence on [Start Date] and will terminate on [End Date], unless otherwise extended by mutual agreement.

4. Confidentiality

Both parties agree to maintain confidentiality concerning proprietary information.

5. Termination

Either party may terminate this agreement by providing [Notice Period] written notice to the other party.

6. Governing Law

This agreement shall be governed by the laws of [State/Country].

Kindly sign and return a copy of this letter to indicate your acceptance of these terms.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]

Accepted by:

[Subcontractor's Name]

Date: _____