

Subcontractor Onboarding Training Proposal

Date: [Insert Date]

To: [Subcontractor Name]

[Subcontractor Address]

Dear [Subcontractor Name],

We are pleased to present this proposal for the onboarding training of your team as a subcontractor with [Your Company Name]. Our goal is to ensure that your workforce is well-prepared and aligned with our project's standards and expectations.

Training Overview

The onboarding training will cover the following areas:

- Company Policies and Procedures
- Health and Safety Protocols
- Quality Control Standards
- Project Specific Requirements
- Communication and Reporting Processes

Training Schedule

The proposed date for the training is [Insert Date] at [Insert Location]. The training will last approximately [Insert Duration] hours.

Costs

The total cost for the onboarding training is [Insert Amount]. This includes all training materials and resources.

Next Steps

Please review this proposal and let us know if you have any questions or require further clarification. We look forward to your confirmation and hope to assist in setting up a successful partnership.

Thank you for considering this proposal.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]