

# Subcontractor Assignment Confirmation

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Subcontractor's Name]

[Subcontractor's Company Name]

[Subcontractor's Company Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

We are pleased to confirm your assignment as a subcontractor for the project titled "[Project Title]" located at [Project Location]. This letter serves as formal confirmation of your role, responsibilities, and the scope of work to be performed.

## Scope of Work:

[Detail the specific tasks and responsibilities expected of the subcontractor.]

## Payment Terms:

[Detail payment terms, including amounts, due dates, and any retainage.]

## Project Timeline:

[Provide the project start date, milestones, and completion date.]

We appreciate your expertise and look forward to a successful collaboration on this project. Please sign and return a copy of this letter to indicate your acceptance of this subcontractor assignment.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

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[Subcontractor's Name]

Date: \_\_\_\_\_