

# Subcontractor Engagement Notice

Date: [Insert Date]

[Subcontractor Name]

[Subcontractor Address]

[City, State, Zip Code]

Dear [Subcontractor Name],

We are pleased to inform you that you have been engaged as a subcontractor for [Project Name] located at [Project Location]. Your expertise in [specific service or area] is highly valued, and we believe you will contribute significantly to the project's success.

Details of your engagement are as follows:

- **Start Date:** [Insert Start Date]
- **Contract Term:** [Insert Duration]
- **Scope of Work:** [Brief Description of Work]
- **Payment Terms:** [Payment Details]

Please review the attached contract and confirm your acceptance by [Insert Confirmation Deadline]. If you have any questions, do not hesitate to reach out to us.

We look forward to working with you.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]